



MUNICIPAL BUDGET



CITY OF PORTLAND

July 1, 2019 – June 30, 2020

City of Portland, Maine

FY20 Municipal Budget

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City of Portland, Maine

City Council

Ethan K. Strimling
Mayor
(2019)

Belinda S. Ray
District 1
(2021)

Kimberly Cook
District 5
(2020)

Spencer Thibodeau
District 2
(2021)

Jill C. Duson
At Large
(2020)

Brian E. Batson
District 3
(2019)

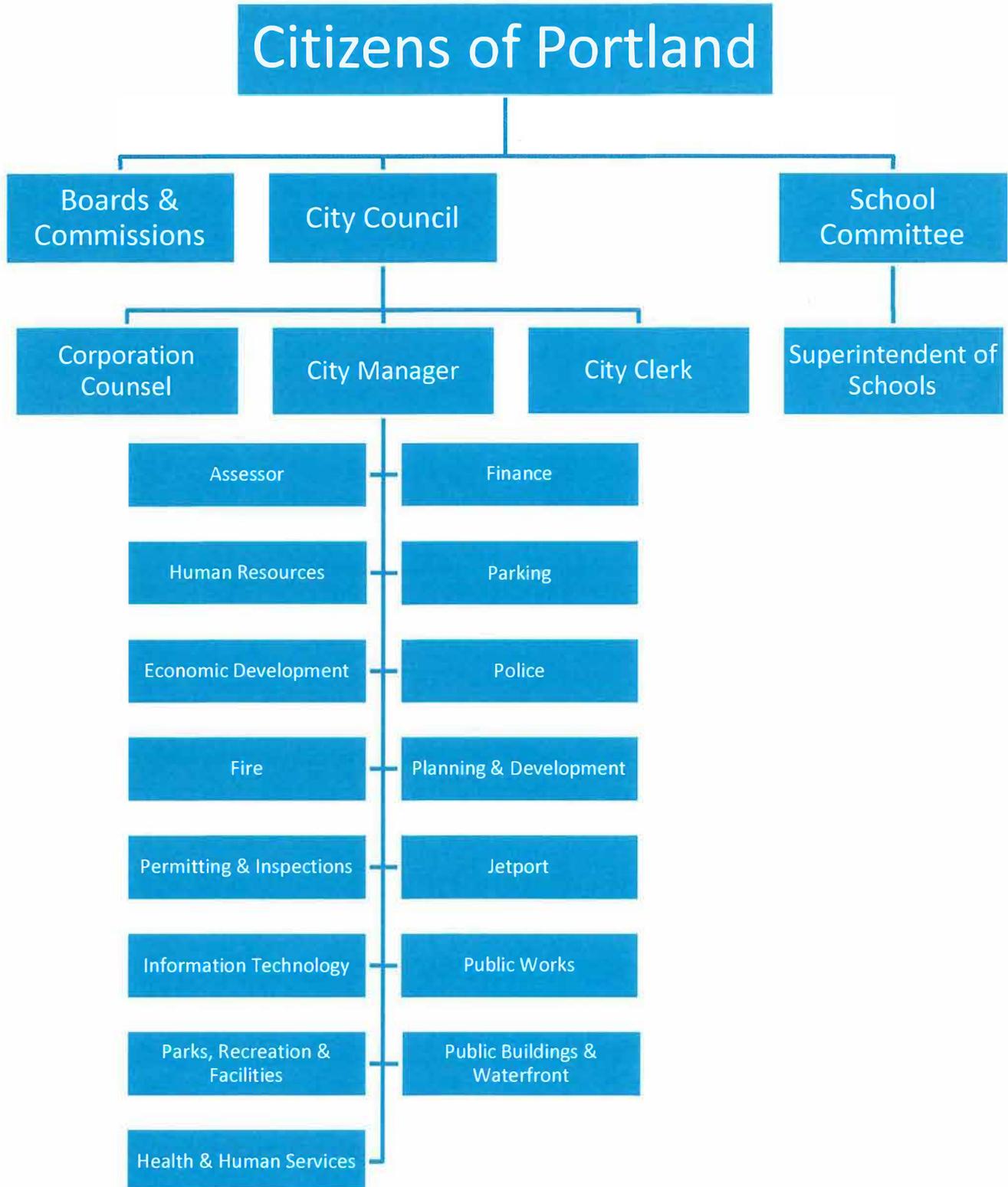
Pious Ali
At Large
(2019)

Justin Costa
District 4
(2020)

Nicholas M. Mavodones, Jr.
At Large
(2021)

City of Portland, Maine

Organizational Chart



City of Portland, Maine

Administrative Staff

City Manager

Jon Jennings

Assistant City Manager

Heather Brown

<u>Department</u>	<u>Department Head</u>
Assessor	Christopher Huff
City Clerk	Katherine Jones
Economic Development	Gregory Mitchell
Finance	Brendan O'Connell
Fire	Chief Keith Gautreau
Health & Human Services	Kristen Dow
Human Resources	Gina Tapp
Information Technology	Hanna Pickering
Jetport	Paul Bradbury
Legal	Danielle West-Chuhta
Parks, Recreation & Facilities	Sally DeLuca
Permitting & Inspections	Vacant
Planning & Development	Vacant
Police	Chief Frank Clark
Public Buildings & Waterfront	Katherine Alves
Public Works	Christopher Branch



Portland, Maine

Yes. Life's good here.

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City of Portland, Maine
Tax Rate Computation
FY20

	General Fund	Enterprise Funds	TOTAL MUNICIPAL	School Dept	GRAND TOTAL
Total Expenditures	\$206,732,571	\$56,788,363	\$263,520,934	\$117,389,270	\$380,910,204
Less: Revenues	(113,918,918)	(61,471,535)	(175,390,453)	(23,274,848)	(198,665,301)
Surplus	0	4,683,172	4,683,172	(769,283)	3,913,889
Tax Levy	\$92,813,653	\$0	\$92,813,653	\$93,345,139	\$186,158,792
Tax Levy %			49.9%	50.1%	100.0%

Valuation 7,985,000,000

Tax Rate:

FY20	\$11.62	\$0.00	\$11.62	\$11.69	\$23.31
FY19	\$11.34	\$0.00	\$11.34	\$11.14	\$22.48
\$ Increase	\$0.28	\$0.00	\$0.28	\$0.55	\$0.83
% Increase	2.5%	0.0%	2.5%	4.9%	3.7%

City of Portland, Maine
Comparative Tax Levy by Budget Category
FY20 Budget versus FY19 Budget

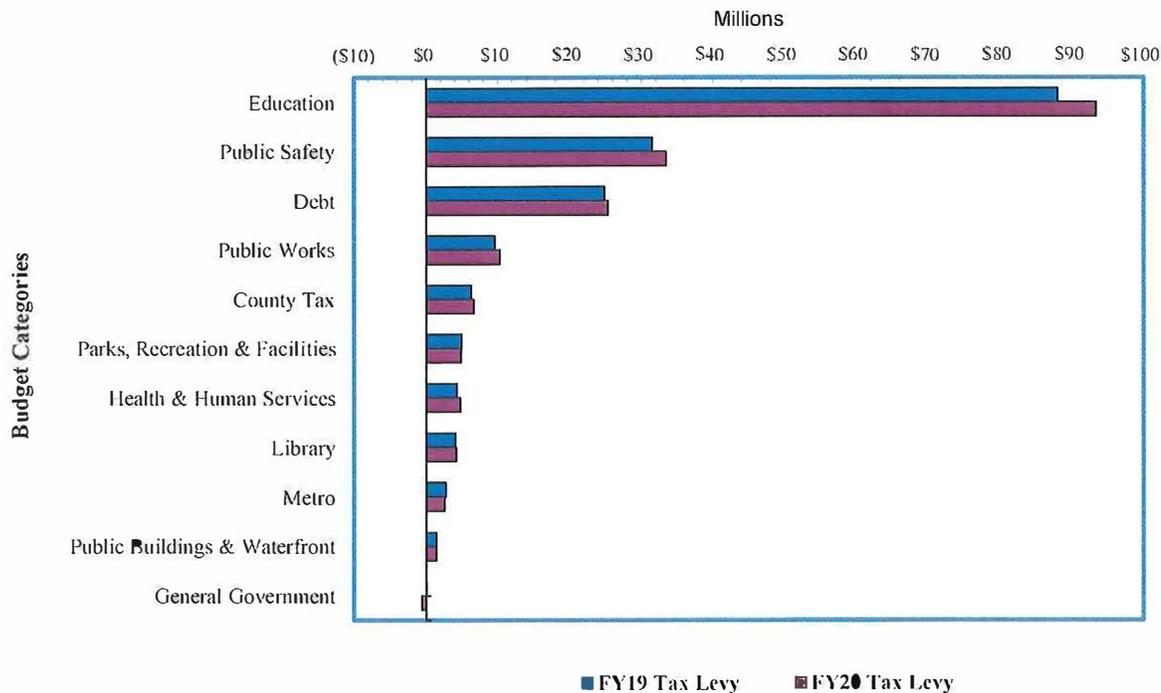
Department	FY19	FY20	\$	%	FY19	% of	FY20	% of
	Tax Levy	Tax Levy	Change	Change	Tax Rate	Taxes	Tax Rate	Taxes
Education	\$88,003,431	\$93,345,139	\$5,341,708	6.1%	\$11.14	49.5%	\$11.69	50.1%
Public Safety	\$31,508,773	\$33,453,239	\$1,944,466	6.2%	\$3.99	17.7%	\$4.19	18.0%
Debt	\$24,838,292	\$25,356,302	\$518,010	2.1%	\$3.14	14.0%	\$3.18	13.6%
Public Works	\$9,578,161	\$10,293,784	\$715,623	7.5%	\$1.21	5.4%	\$1.29	5.5%
County Tax	\$6,288,845	\$6,640,316	\$351,471	5.6%	\$0.80	3.5%	\$0.83	3.6%
Parks, Recreation & Facilities	\$4,915,401	\$4,809,689	(\$105,712)	-2.2%	\$0.62	2.8%	\$0.60	2.6%
Health & Human Services	\$4,278,642	\$4,728,803	\$450,161	10.5%	\$0.54	2.4%	\$0.59	2.5%
Library	\$4,062,000	\$4,178,550	\$116,550	2.9%	\$0.51	2.3%	\$0.52	2.2%
Metro	\$2,713,649	\$2,563,535	(\$150,114)	-5.5%	\$0.34	1.5%	\$0.32	1.4%
Public Buildings & Waterfront	\$1,382,485	\$1,401,260	\$18,775	1.4%	\$0.18	0.8%	\$0.18	0.8%
General Government	\$46,346	(\$611,825)	(\$658,171)	-1420.1%	\$0.01	0.0%	(\$0.08)	-0.3%
Total:	\$177,616,025	\$186,158,792	\$8,542,767	4.8%	\$22.48	100.0%	\$23.31	100.0%

Note: Due to rounding, totals may not equal 100%

Notes:

- The pension and insurance costs have been proportionately allocated to the budgets.
- Non-department specific revenues are allocated to all departments

Tax Levy By Budget Category
FY20 and FY19 Comparison
Tax Levy in Millions



CITY OF PORTLAND, MAINE
Annual Expenditure Budget
Comparative Budget Summary - General Fund and Enterprise Funds

Department	FY18 Actual	FY19* Budget	FY19 Projection	FY20 Budget
100-11-000 City Council	\$355,063	\$331,904	\$343,584	\$344,046
100-12-000 City Clerk	539,302	536,522	537,255	622,721
100-13-000* City Manager	1,115,178	976,564	974,616	929,877
100-14-000 Assessor	421,890	404,377	407,644	435,159
100-15-000 Finance	2,005,299	1,840,101	1,789,452	1,952,730
100-16-000 Legal	611,884	709,403	708,841	741,338
100-17-000 Human Resources	1,049,973	1,063,158	1,023,251	1,071,134
100-18-000 Parking	2,274,565	2,337,364	2,312,250	2,366,214
100-19-000* Economic Development	485,605	633,989	624,607	674,528
100-21-000 Police	16,498,903	16,860,613	16,424,667	17,757,540
100-22-000 Fire	17,452,731	17,296,405	18,475,073	18,235,148
100-24-000* Planning & Development	1,894,061	2,080,277	1,742,354	2,080,032
100-25-000 Permitting & Inspections	1,642,853	1,759,712	1,831,798	1,848,559
100-29-000 Information Technology	2,441,288	2,799,922	2,817,415	2,914,482
100-31-000 Public Works	14,429,581	13,971,411	14,235,623	14,636,202
100-33-000* Parks, Recreation & Facilities	14,984,191	11,194,057	11,071,277	11,517,193
100-35-000* Public Buildings & Waterfront	-	5,019,804	4,961,913	5,080,341
100-44-100 HHS Administration	404,328	419,772	394,806	337,276
100-44-200* Public Health	1,715,966	1,874,503	1,006,289	2,093,528
100-44-300* Social Services	11,525,792	11,908,346	10,286,860	13,167,747
100-44-400 Barron Center	14,455,233	15,630,623	15,009,112	15,947,969
100-47-000 Debt Service	38,235,349	41,818,036	41,818,036	45,087,798
100-48-000 Library	3,936,725	4,062,000	4,075,635	4,178,550
100-51-000 Pension	7,447,968	8,126,801	8,054,444	8,398,292
100-52-000 Employee Benefits	22,813,592	23,341,655	23,663,281	23,445,886
100-61-000 Contingent	424,334	275,850	287,895	250,000
100-62-000 Liability Insurance	986,144	774,458	772,458	839,325
100-63-000 County Tax	5,907,743	6,288,845	6,288,845	6,640,316
100-65-000 Memberships & Contributions	3,043,305	3,189,939	3,186,598	3,303,640
100-67-000 Wage Adjustment	-	60,000	-	(165,000)
Total General Fund Expenditures:	\$189,098,846	\$197,586,411	\$195,125,879	\$206,732,571
530-35-000 Fish Pier	\$302,278	\$398,213	\$434,713	\$388,679
570-00-000 Sewer	24,274,669	26,321,527	25,866,840	27,032,572
571-00-000 Stormwater	2,054,324	2,759,614	2,733,131	2,788,837
583-28-000 Jetport	21,584,372	24,112,747	24,660,341	26,578,275
Total Enterprise Funds:	\$48,215,643	\$53,592,101	\$53,695,025	\$56,788,363
Total General & Enterprise Funds:	\$237,314,489	\$251,178,512	\$248,820,904	\$263,520,934

***Notes:**

-FY19 General Fund budget comparative with project / grant value: \$197,586,411; project / grant Value = \$3,125,269

(1) Planning: \$290,805 (2) Public Health: \$839,356 (3) Social Services: \$1,995,108

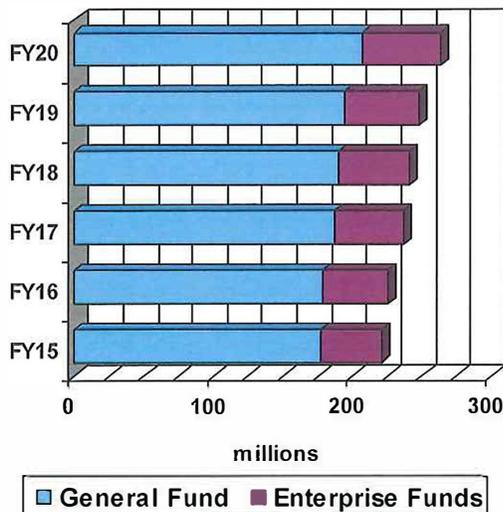
-Full-time project positions restored in FY20 (directly charged to projects / grants in FY19): Planning, Public Health & Social Services

-Office of Economic Opportunity transferred from City Manager to Economic Development in FY19

-Public Buildings & Waterfront divisions split from Parks, Recreation & Facilities in FY19 (Custodial Services remain w/ 100-33-000)

Budget Highlights

**General Fund & Enterprise Funds
FY15 - FY20 Appropriations**



General Fund Expenditures

The 2019-2020 General Fund budget totals \$206,732,571. After a brief change in the method of how grant funded programs were accounted for in FY19 in which grant activity was charged directly to the grant funds (minor exceptions), grant funded program expenses were restored to the General Fund in FY20. The comparable increase over the 2018-2019 budget equals \$9,146,160 or 4.6%. The major changes in the FY20 budget include:

City Wages*	\$ 3,713,387
Debt Service	\$ 3,269,762
County Tax	\$ 351,471
Social Services Client Services*	\$ 280,045
Workers' Comp	\$ 266,294
ecomaine	\$ 190,325
Supplies – All Other*	\$ 159,091
IT Computer Software & Maint. Contracts	\$ 153,170
Minor Equipment & Minor Capital Items*	\$ 130,648
Library Contribution	\$ 116,550
Social Services Building Rental*	\$ 112,129
Temporary Services	\$ 109,309

Benefits	\$ 109,080
Building Maintenance & Repair*	\$ 105,170
Fleet Vehicle Repair	\$ 81,700
Metro & Regional Transportation Services	\$ 80,223
Travel & Training*	\$ 65,595
Liability	\$ 64,867
Vehicle / Equipment Rental	\$ 62,496
Capital Outlay	\$ 50,575
Utilities	\$ (126,997)
Barron Center Lab & Medical	\$ (140,271)
Vehicle Fuel	\$ (229,200)

*The FY20 / FY19 expense budget variances incorporate the comparable FY19 grant activity value restored to the General Fund in FY20 (and the related revenue offsets). The FY19 grant funded comparable value equals \$3,125,269, the majority of which is represented in the aforementioned categories.

Enterprise Funds Expenditures

The 2019-2020 Enterprise Funds budget totals \$56,788,363, an increase of \$3,196,262 or 6.0% over the 2018-2019 budget.

The Jetport expenditure budget increased \$2,465,528 or 10.2% (or \$2,442,542, or 10.5%, excluding surplus). The more significant Jetport budgetary changes include the following:

Capital Outlay Building Improvements	\$ 918,500
Capital Outlay Land Improvements	\$ 371,185
Wages	\$ 259,402
Benefits	\$ 170,813
Field Snow Plow & Removal Services	\$ 157,135
Terminal Asset Management System	\$ 150,000
Misc. Other Contractual Services	\$ 119,751
Administrative Svcs (Excluding Surplus)	\$ 109,454
Utilities	\$ 102,657
Baggage Handling & Jet Bridge Maint.	\$ 101,244
Supplies – All Other	\$ 70,704
Building Maintenance & Repair	\$ 58,775
Minor Equipment	\$ 56,700
Facilities Van	\$ 50,500
Airfield Pavement Markings	\$ (50,000)
Temporary Services	\$ (53,867)
Computer Maintenance & Repair	\$ (58,082)
Storm Equipment Services	\$ (100,000)

The Sewer Fund expenses increased \$711,045 or 2.7%. The more substantial budgetary changes comprise of the following:

PWD Assessment	\$ 674,867
Debt Service	\$ 343,720
Pump Station Force Gravity Main & Sewer	\$ 150,000
Wages	\$ 144,121
INFOSWMM Computer Software Service	\$ 100,000
Right-of-Way Survey	\$ 50,000
Contracted Manhole Structure Adjustments	\$ (50,000)
Contracted Sewer Inspections	\$ (100,000)
Sewer Flow Assessment / Monitoring	\$ (100,000)
I09 District Road Wash Bay	\$ (150,000)
Contracted Sewer Repairs	\$ (340,000)

The FY20 Stormwater Fund has an expenditure budget of \$2,788,837, resulting in an increase of \$29,223 or 1.1%. The more significant expenditure variances are:

Debt Service	\$ 295,624
Wages	\$ 53,394
Catch Basin Rebuilds & Treatment	\$ (55,000)
Green Infrastructure Landscape Maintenance	\$ (100,000)
Capital Land Improvements (CIP Funding)	\$ (275,000)

General Fund Revenues

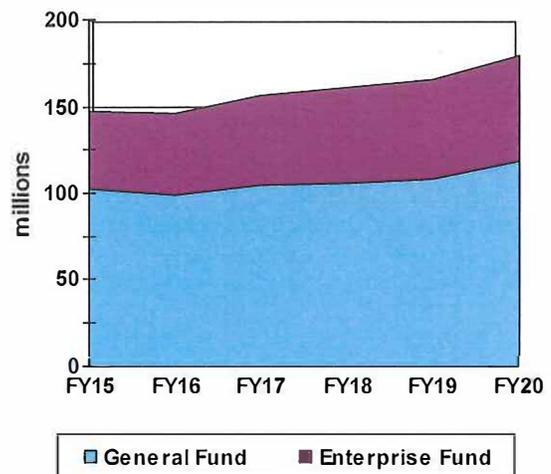
The 2019-2020 General Fund non-tax revenues are estimated at \$118,027,530, an increase of \$7,125,722, or 6.4%, over the 2018-2019 budget after incorporating the FY19 grant program revenues restored in FY20. The significant revenue changes are comprised of the following:

TIF Reimbursements	\$ 1,507,809
Debt Service School Department Charges	\$ 1,097,134
SS State Social Service (GA)	\$ 778,562
Debt Service Enterprise Fund Charges	\$ 679,420
Barron Center Patient Receipts	\$ 632,555
Parking Meters	\$ 435,000
Revenue Sharing	\$ 380,158
Building Permits	\$ 331,750
Interest Income	\$ 300,000
Grant Reimbursements*	\$ 267,056
Ocean Gateway Lot Parking	\$ 263,610

Health Insurance Employee Reimbursement	\$ 224,359
Merrill Auditorium Program	\$ 185,600
Barron Center Non-Patient Receipts	\$ 155,010
Waterfront Division	\$ 94,631
Street Occupancy	\$ 92,500
Solid Waste School Fund Charges	\$ 82,640
PW Communications Enterprise Fund Chgs	\$ 65,808
Fringe Benefits	\$ 59,054
Adult Day Care	\$ 55,196
Planning Public Safety	\$ 52,545
Permitting & Inspections Business Licenses	\$ 52,323
Recreation Before & After School Program	\$ 49,955
Barron Center Miscellaneous Reimbursement	\$ 47,804
Golf Course Program	\$ 45,141
Portland Downtown District (PDD)	\$ 41,234
PW Engineering Enterprise Fund Charges	\$ (47,384)
Planning Miscellaneous Charges for Services	\$ (56,900)
Other Miscellaneous Reimbursements	\$ (65,711)
Thames Street Lot Parking	\$ (95,000)
Parking Tickets	\$ (100,000)
Fleet School Department Charges	\$ (102,475)
Special Revenue / Endowment Fund Charges	\$ (123,294)
Excise Taxes	\$ (502,000)

*The FY20 / FY19 revenue budget variances incorporate the comparable FY19 grant reimbursement value restored to the General Fund in FY20 (and the related expenditure offsets). The FY19 grant reimbursement comparable value equals \$3,125,269 and is reflected in the grant reimbursement, HCD charges, and donations revenue line items.

**General Fund & Enterprise Funds
Non-Tax Revenue Estimates
FY15 - FY20**



Enterprise Funds Revenues

The Enterprise Funds 2019-2020 revenue estimates are \$61,471,535, an increase of \$3,643,178 or 6.3%.

The major changes in the revenue estimates include the following:

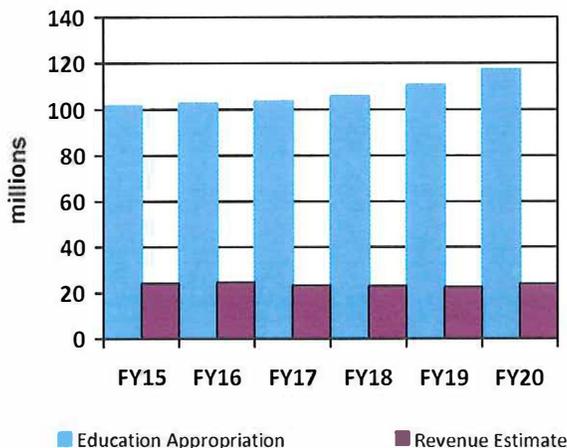
Jetport Parking Income	\$ 1,178,392
Sewer User Fees	\$ 1,132,574
Jetport Car Rental Commissions	\$ 675,837
Jetport Terminal Rental	\$ 508,588
Jetport Landing Fees	\$ 92,731

Housing & Community Development Program (HCD)

The final 2019-2020 HCD program totals \$2,042,566, a decrease of \$15,242, or 0.7%, from the 2018-2019 program: the Entitlement Grant decreased \$2,356, Program Income decreased by \$1,000, and the use of Surplus Funds decreased by \$11,886. The 2019-2020 HCD Program also includes flat funding from Tax Increment Financing (TIF) for \$120,000 and from the Cotton Street lot sale proceeds for \$20,000.

Education

Education Appropriations & Non-Tax Revenue Estimates FY15-FY20



The Education budget for 2019-2020 is \$117,389,270, an increase of \$6,810,554 or 6.2%. A summary of the more significant school expenditure changes is provided below:

Wages	\$ 3,993,095
Benefits	\$ 1,416,721
Debt Service	\$ 544,019
Tuition to Private Source	\$ 255,053
Building / Equipment Repair & Maint. Svcs	\$ 193,007
Books & Periodicals	\$ 102,317
Purchased Professional & Technical Svcs	\$ 73,046
Food	\$ 69,152
Gasoline	\$ 60,874
Staff Travel	\$ 57,758
Instructional Supplies	\$ 54,973
Natural Gas	\$ 50,990
Mowing / Plowing / Field Maintenance	\$ 47,000
Computer Lease	\$ 46,500
Software Licenses	\$ (80,197)
Contractual Pre-K	\$ (162,554)

The total non-tax revenue estimate for Education is \$24,044,131, an increase of \$1,468,846 or 6.5%. A summary of the revenue changes are as follows:

State Subsidy – EPS/Debt Service	\$ 1,306,573
MaineCare Medicaid Reimbursement	\$ 1,033,928
Indirect Cost Recovery	\$ 100,000
Food Service Revenue	\$ 65,091
Adult Ed State Subsidy	\$ 60,748
Adult Ed Tuition – Individual Enrichment	\$ 20,000
PATHS Part I & Part II Assessment	\$ (21,876)
Adult Ed Tuition – Individual Voc.	\$ (30,000)
Tuition – State Agency Client	\$ (50,000)
SEED Withholding	\$ (1,001,000)

City of Portland
Authorized Employees
FY15-FY20

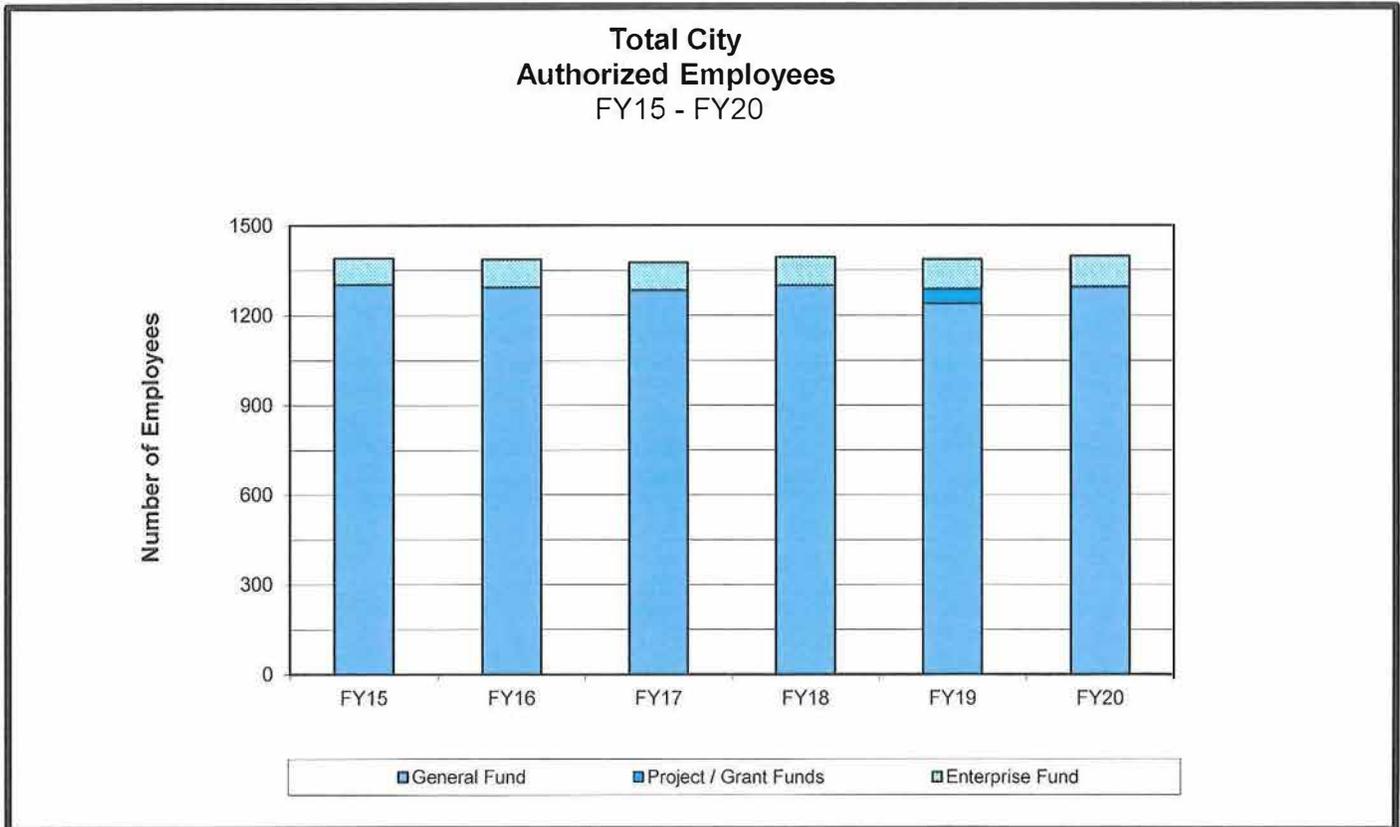
Department	FY15	FY16	FY17	FY18	FY19	FY20
City Council	-----	-----	1.0	-----	-----	-----
City Clerk	9.2	8.9	7.4	7.8	7.9	7.9
City Manager	10.0	14.0	10.0	13.0	10.5	9.5
Assessor	4.9	4.9	5.9	5.9	5.9	5.9
Finance	26.0	24.3	24.0	25.0	25.0	25.0
Legal	6.0	6.0	6.0	6.0	7.0	7.0
Human Resources	10.0	10.0	10.5	11.0	11.0	10.5
Parking	29.6	29.6	29.6	29.6	29.6	30.0
Economic Development	3.0	4.0	5.8	5.8	7.1	7.0
Police	225.3	223.3	227.3	232.3	226.3	227.0
Fire	235.7	228.1	229.6	229.2	226.0	226.0
Planning & Development	35.4	34.7	21.5	24.0	24.0	24.0
Permitting & Inspections	-----	-----	25.0	28.0	28.0	28.5
Information Technology	17.3	17.0	17.0	17.0	17.3	16.0
Public Works	152.5	132.0	125.0	129.0	131.0	131.5
Parks, Recreation & Facilities	121.6	136.5	155.2	161.5	142.0	141.7
Public Buildings & Waterfront	-----	-----	-----	-----	24.5	24.5
Health & Human Services:						
HHS-Administration	-----	-----	5.0	5.0	5.0	4.0
Public Health	70.0	62.3	38.2	25.0	27.1	28.3
Social Services	79.4	90.7	78.3	80.1	87.8	93.5
Barron Center	266.2	266.7	260.7	263.7	244.0	246.8
<i>Total HHS:</i>	415.6	419.7	382.2	373.8	363.9	372.6
Subtotal:	1,302.1	1,293.0	1,283.0	1,298.9	1,287.0	1,294.6

***Notes:**

- Full-time project positions returned to the General Fund in FY20
- Full-time project positions directly charged to projects / grants in FY19 (City Manager, Planning, Public Health & Social Services: 47.6 FTEs)
- Office of Economic Opportunity transferred from City Manager to Economic Development in FY19
- Public Buildings & Waterfront divisions split from Parks, Recreation & Facilities, excluding Custodial Services (new division), in FY19
- City Manager's Office of Economic Opportunity new in FY18
- Emergency Preparedness transferred from Public Health's Environmental Health & Safety division to the City Manager's Office during FY17 (Reorg)
- Health Inspections transferred from Public Health's Env'l Health & Safety division to the Permitting & Inspections' Business Licensing during FY17 (Reorg)
- City Clerk's Business Licensing, City Manager's Housing Safety & Planning's Inspections transferred to new Permitting & Inspections Department in FY17
- Parks transferred from Public Works Districting to Parks, Recreation & Facilities in FY17
- HHS Administration split from HHS divisions in FY17
- Waterfront Coordinator transferred from City Manager to Economic Development during FY16 (Reorg)
- Cemetery & Forestry divisions transferred from Public Works to Parks, Recreation & Facilities during FY16 (Reorg)
- City Manager new Housing Safety division in FY16

City of Portland
Authorized Employees
FY15-FY20

Department	FY15	FY16	FY17	FY18	FY19	FY20
Enterprise Funds:						
Sewer Fund	39.0	32.0	31.0	30.0	33.0	33.0
Stormwater Fund	-----	11.5	11.0	13.0	10.0	10.0
Jetport	49.0	49.5	50.5	52.5	56.0	59.0
Subtotal:	88.0	93.0	92.5	95.5	99.0	102.0
<i>*Notes:</i>						
-Sewer Stormwater Management transferred to new Stormwater Fund in FY16; FY15 Mid-Year Appropriation Increase						
Total City Employees:	1,390.1	1,386.0	1,375.5	1,394.4	1,386.0	1,396.6



City of Portland, Maine
Approved Capital Expenditures
FY20

Department	Description	Amount	Total
GENERAL FUND:			
Public Works			
	Solid Waste Route Analysis Software and Service	\$50,000	
	Fleet Services Fleet Management Software	40,000	
	Fleet Services Parts Room Shelving	15,000	
	Fleet Services Tire Balancer Replacement	12,000	
	Fleet Services GPS Expansion	10,000	
	Total Public Works		<u>\$127,000</u>
Parks, Recreation & Facilities			
	Cemeteries Zero Turn Mower Replacement	\$10,000	
	Total Parks, Recreation & Facilities		<u>\$10,000</u>
Public Buildings & Waterfront			
	Waterfront Electric 12 Passenger Golf Cart	\$25,000	
	Hadlock Field Plaza Lighting Conduit Replacement	20,000	
	Total Public Buildings & Waterfront		<u>\$45,000</u>
Barron Center			
	Environmental Services Administration Area Renovations	\$36,065	
	BC II Whirlpool Tub Replacement	25,000	
	Environmental Services BC I Furniture	23,000	
	Total Barron Center		<u>\$84,065</u>
Total General Fund Approved Capital Expenditures:			<u><u>\$266,065</u></u>

City of Portland, Maine
Approved Capital Expenditures
FY20

Fund	Description	Amount	Total
ENTERPRISE FUNDS:			
Sewer			
	Pump Station Force Gravity Main and Sewer	\$150,000	
	InfoSWIMM Software	100,000	
	District Road Paving	30,000	
	Lateral Push Camera Replacement	20,000	
	Total Sewer		<u>\$300,000</u>
Jetport			
	Parking CRF Renovations	\$450,000	
	Parking Garage Maintenance (Becker Report)	426,882	
	Terminal AC Replacement	350,000	
	Field Deicing Expansion (Local Share)	250,700	
	Terminal Rooftop Replacement	250,000	
	Terminal IT Master Plan	200,000	
	Field TWY B Connector (Local Share)	164,200	
	Terminal Baggage Claim Carousel Expansion	125,000	
	Field Yellowbird Road Trail	75,000	
	Parking Sweeper Replacement	62,000	
	Field ARFF Building Improvements	60,000	
	Terminal Airline Podium Replacements (Old Terminal)	60,000	
	Field Apron Expansion (Local Share)	59,484	
	Field Maintenance Facility Trench Drain Replacement	50,000	
	Field Mobile Airfield Lighting Photometric Tester	50,000	
	Terminal Facilities Van	50,000	
	Operations Access Control Reader Replacement Completion	43,828	
	Terminal Security Checkpoint Area Sunblinds	40,000	
	Parking Electric Gate House Upgrade	40,000	
	Operations CCTV Infrastructure IP Cameras	39,259	
	Administration Vehicle Replacement (Hybrid)	37,500	
	Operations Interactive Employee Training System Updates	37,500	
	Parking Revenue Software Controller Upgrade	33,000	
	Operations Gate 122 Access Control	32,000	
	Operations Ticket Area and Baggage Claim PTZS Cameras	30,307	
	Operations Secured Ramp Access Control (Inland Side)	29,000	
	Operations Baggage Claim Proximity Readers	25,688	
	Terminal Controller	25,000	
	Parking Garage Maintenance Design Fees	20,000	
	Operations Secured Ramp Access Control (GA Side)	19,200	
	Operations Anti-Tailgating Solution (4)	19,096	
	Terminal Additional Wi-Fi System Antennas	15,000	
	Field Maintenance Gate Repair	13,000	
	Parking Electric Vehicle Charging System	13,000	
	Field Environmental Testing (Local Share)	11,801	
	Field Fedex and Yellowbird LED Lighting Conversion	10,000	
	Field Maintenance Facility Lighting Fixtures	8,000	
	Operations Access Point Conversions (4)	7,200	
	Total Jetport		<u>\$3,232,645</u>
Total Enterprise Funds Approved Capital Expenditures:			<u>\$3,532,645</u>

Key Revenues and Expenditures

Revenues

The operating budget categorizes revenues into seven distinct sources. A brief explanation of the revenue source is provided as well as significant changes in their estimates.

1. GENERAL AND OTHER EXCISE TAXES

Real Estate and Personal Property Tax

The principal tax of the City is the tax on real and personal property. A single tax applies for each fiscal year to the assessed value of the taxable real or personal property. The City's Tax Collector receives the tax commitment from the City Assessor, with assessed values as of April 1 of each year. Property taxes are collected in two installments, September and March.

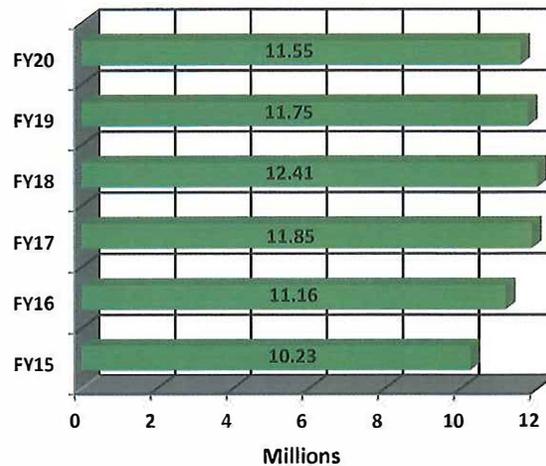
Collection of real estate taxes is ordinarily enforced in the City by the "tax lien" procedure as provided in the Maine Revised Statutes, as amended, to the collection of delinquent real estate taxes. Real Estate Tax Liens are recorded against the individual property at the County Registry of Deeds. This lien has priority over all mortgages, liens, attachments and encumbrances of any nature, subject to any paramount federal tax lien and subject to bankruptcy and insolvency laws. If the account is not satisfied within 18 months, the property becomes tax acquired and may be disposed of by the City.

The last property revaluation was phased in over two years: FY2006 and FY2007. The previous revaluation was done in 1992.

Automobile Excise Taxes

Excise Taxes are another major revenue source in this category. Vehicles are assessed a sum equal to a stated mill rate on each dollar of the manufacturer's suggested list price. The mill rate starts at 24 mills for a current year model and declines to 4 mills for the 6th and succeeding years.

Excise Tax Collections



Note: FY19 and FY20 are estimated amounts.

2. LICENSES AND PERMITS

Many of the licenses and permits are established by the City Council and set forth in the Code of Ordinances. However, there are a number of fees established by the City pursuant to state law.

Building Permits



Note: FY19 and FY20 are estimated amounts.

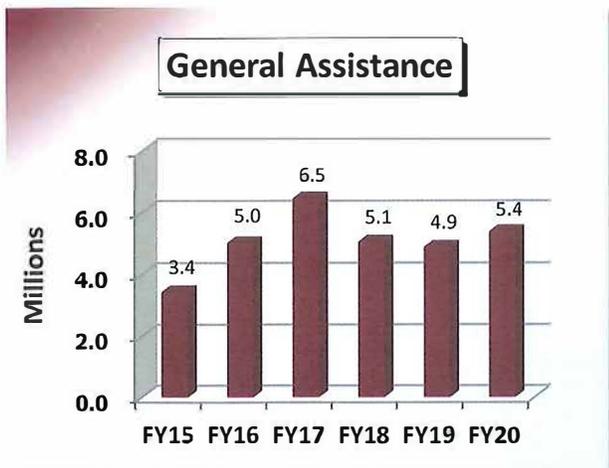
Licenses and permits found in this category include street occupancy permits, business

licenses, police & protective licenses, professional / occupational licenses, and non-business licenses. Building Permits, Business Licenses, the Cable TV Franchise, and Street Occupancy are the largest sources of revenues in this category.

3. OTHER GOVERNMENTAL AGENCIES

Reimbursements are received from the state, other governmental agencies or individuals generally to compensate either in part or in full for services rendered by the City of Portland.

General Assistance (GA) reimbursement is the largest revenue in this category. In FY16, the State of Maine GA reimbursement rate changed from a tiered percentage reimbursement rate (50% / 90%) to a flat seventy percent (70.0%) reimbursement rate based on the City's eligible program expenditures. The GA revenue collections, FY15 and forward, reflect changes by the state in the GA reimbursement eligibility guidelines, excluding certain immigrants; the FY17 revenue receipt reflects a court settlement for services provided by the City in FY15. The Social Services division is continually striving to assist its clients to achieve self-sufficiency through its various programs funded by state and federal grants.

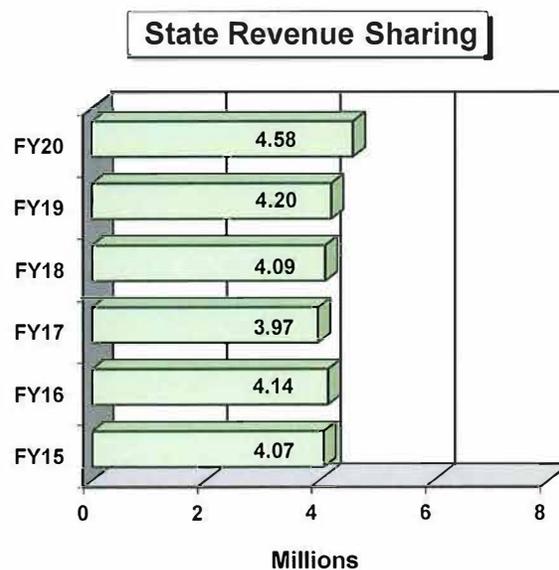


Note: FY19 and FY20 are City estimated amounts.

An additional major source of revenue in this category is State Revenue Sharing.

Traditionally the State has set aside 5% of all the sales, corporate, and personal income tax revenues it receives, creating a Revenue Sharing pool. The Revenue Sharing pool is then shared amongst 491 municipalities and unorganized townships in Maine, and distributed monthly. The total amount received by each municipality is based on two formulas: Revenue Sharing I and Rev-II.

In FY20 the State partially restores the Revenue Sharing distribution pool which has been reduced since FY2014. The State's FY16 budget, enacted June 30, 2015, temporarily reduced the Revenue Sharing distribution pool from 5.0% of all state sales, corporate, and personal income tax revenues to 2.0% for four years (FY2016 - FY2019). This reduction replaced the previous FY2014 and FY2015 reduction, which capped Revenue Sharing at \$62.5m.



Note: FY19 and FY20 are City estimated amounts

Revenue Sharing I is based on the following formula:

- a)
$$\frac{[\text{population of town} \times \text{assessment (tax levy)}]}{\text{state valuation for municipality}} = \text{the town's computed number}$$
- b)
$$\text{computed number} / \text{sum of all computed numbers} = \text{proportional share of REV-I distributions}$$

Revenue Sharing II is based on the following formula:

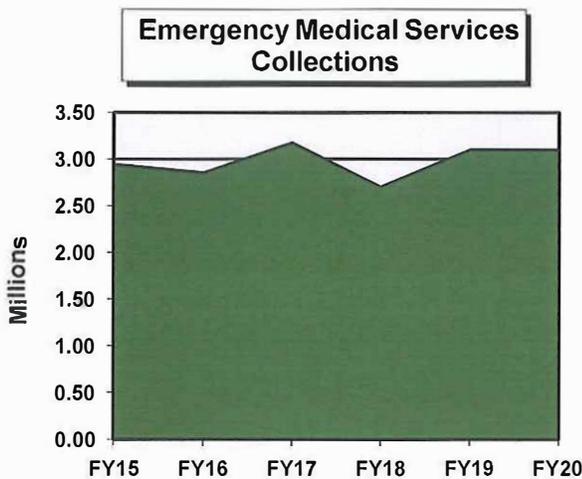
- a) assessment / state valuation = mil. rate
- b) (mil. Rate - .01) x population = the town's computed number
- c) computed number / sum of all computed numbers = proportional share of REV-II distributions

In FY2020, the State's Revenue Sharing projected share for Portland is 5.4% based on the most recent data.

This category also includes the Local Road Assistance Program (LRAP). This state program provides equitable financial assistance to communities for improving local roads, maintaining state roads in urban areas, and assisting the State in making capital improvements to state aid minor collector highways.

4. CHARGES FOR SERVICES

Also called user fees, these charges are voluntary payments for direct, measurable consumption of services provided by the municipality.



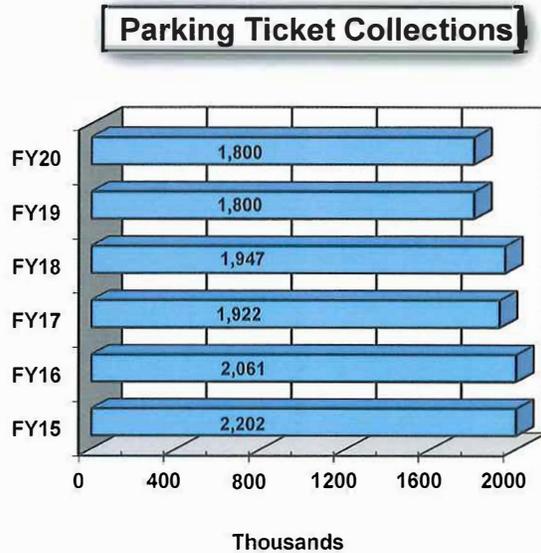
Note: FY19 and FY20 are estimated amounts.

Major sources of revenue are derived from Patient Receipts (Barron Center), Cultural / Recreation Services, Health Insurance Reimbursements, Emergency Medical Services (EMS), the Waterfront and Recycling.

5. FINES, FORFEITS & PENALTIES

This revenue type includes receipts from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations, and for neglect of official duty. Fines include district court fines and violations of local ordinance such as parking fines and building code violations.

Parking violations contribute to the majority of the revenues found under Fines, Forfeits & Penalties.

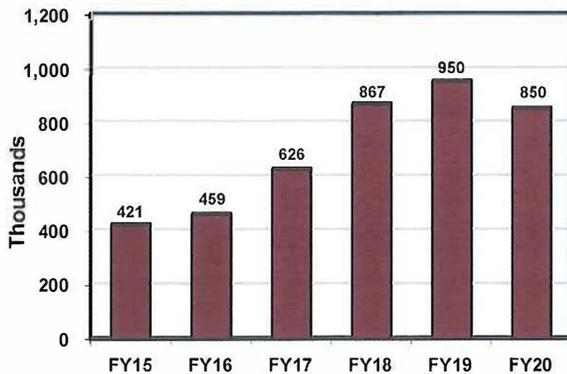


Note: FY19 and FY20 are estimated amounts.

6. USE OF MONEY AND PROPERTY

This revenue type includes revenues received from parking facilities, rental income, and interest earnings.

Interest Income



Note: FY19 and FY20 are estimated amounts.

7. OTHER FINANCING RESOURCES

These revenues include reimbursements both from internal and external sources.

Reimbursements for expenditures incurred by staff departments, fringe benefit accounts, and departments providing direct services to the enterprise funds, cemetery endowments, library, and School department are known as interfund charges. It also includes TIF and other miscellaneous reimbursements, Other Agency Revenues, and Housing and Community Development Grants.

The biggest source of interfund revenue is the debt service chargebacks to the Enterprise Funds and School department. Other large revenue sources include chargebacks to the Enterprise Funds for benefits such as pension, workers' comp and medical insurance.

The Police and Fire departments charge the Jetport for direct services as well as administrative services provided. The direct services encompass 24-hour air rescue and security operations at the Jetport. The Jetport is also charged a minimal portion of each department's administrative cost.

The sale of City property and surplus activity are also found in this category.

Expenditures

Although the General Fund budget presents expenditure information by department, the City of Portland categorizes spending activities by nine areas. The following will provide a brief summary explanation of each of these expenditure types.

1. GENERAL GOVERNMENT

General governmental expenditures include the legislative and administrative functions for the benefit of the public and municipal agency as a whole. This includes expenditures for City Council, City Clerk, City Manager, Assessor, Finance, Legal, Human Resources, Parking, Economic Development, Planning, Permitting & Inspections, Information Technology, Public Buildings & Waterfront, Pension, Insurances, Contingency, and Memberships / Other.

2. PUBLIC SAFETY

The Public Safety category includes the Police and Fire / EMS operations. The Public Safety function is the largest tax supported service provided by the City of Portland, aside from the School Department.

Police

The Police Department is the largest municipal law enforcement agency in the state. The department provides a complete spectrum of services, from an active and diverse patrol force to a highly trained team of Detectives providing comprehensive investigative services. The department's mission is enhanced by closely integrating field operations with community expectations through the application of the community policing philosophy. A highly trained professional workforce is supplemented by an advanced technology infrastructure. The marriage of the best people and the best tools enables high quality service in an ever more challenging police environment.

Fire

The Fire Department provides for fire suppression, emergent medical care response and transport. Additional responsibilities include Emergency Management and Homeland and Port Security oversight. Areas of unique responsibility include Hazmat/WMD Technical Response Team, Confined Space Rescue, Fire and Emergency Medical service to the Casco Bay Islands, Air Rescue Fire Fighting at the Jetport, Marine Fire Fighting for Portland Harbor, Fire Prevention, and Fire Inspection, which includes plan review and property safety inspections. The Fire Department is also responsible for a municipal fire alarm system and the maintenance of a city wide 800 MHz radio system.

The Fire Department maintains ten fire stations and the Spring Street Fire Museum. A minimum of forty-six firefighters and paramedics staff each shift on 18 pieces of apparatus, which include: five engine companies, four ladder companies, five ambulances, one heavy rescue company, two air rescue units, and one marine unit. Each piece of apparatus is equipped with advanced life support equipment 24 hours a day, seven days a week.

3. PUBLIC WORKS

The Department of Public Works is responsible for providing many of the essential services to City of Portland residents throughout the year. These services include the operation of the Riverside Recycling Facility (under a contract arrangement), and a comprehensive solid waste program, which includes trash collection, residential curbside recycling, a leaf collection program, as well as a heavy item / bulky collection pick-up program. Public Works also provides for the construction and maintenance of city streets and sidewalks, the sewer system, stormwater maintenance, and technical support / engineering services for Capital Improvements Projects. Other key services include the removal of snow and ice from city streets and sidewalks, maintenance of

the Portland Downtown District, maintenance and repair of all City vehicles and equipment, and traffic management, including maintenance of traffic signaling, street lights and traffic control and calming. Public Works also provides core public works services to four adjacent islands in Casco Bay.

4. HEALTH AND HUMAN SERVICES

The Department of Health and Human Services (HHS) undertakes the planning and coordination of health and human service activities in Portland. This often occurs in collaboration with non-profit agencies and the state and federal government. HHS consists of five operational divisions: HHS Administration, Public Health, Social Services, the Barron Center and the Office of Elder Affairs.

Public Health is the state's most comprehensive local public health department. Public Health consists of six programs: Administration, Family Health, Chronic Disease Prevention, Health Equity, the India Street Clinic, and Research and Evaluation.

Social Services provides both financial assistance and support services for low-income Portland residents. Programs operated include General Assistance, Homeless Shelters for individuals and families, Case Management, and Representative Payee Services.

The Barron Center is the state's second largest long-term care nursing facility. The Barron Center is a 219 bed skilled rehabilitation and nursing facility, including a 50 bed specialty unit for the care of dementia. Residents of the Barron Center are able to receive speech, occupational and physical therapy services, and short and long term nursing care services in addition to end of life and hospice services.

The Office of Elder Affairs provides the community with an Elder Advocate. Assistance is provided in the form of senior information and referral, adult day health services, and community collaboration. Elder Affairs also operates Martha's Cottage, which is the only

domestic violence shelter for seniors in the country.

The majority of the funding for the Public Health and Social Services divisions is derived from state and federal grants, and miscellaneous reimbursements for direct services. In FY20, the City modified, and restored, the accounting method for grant funded programs utilized prior to FY19; FY20 grant activity, both revenues and expenditures, is funneled through the general fund. The largest General Fund funding source for long-term care services at the Barron Center is MaineCare (Medicaid), followed by private insurance and Medicare.

5. Parks, RECREATION AND FACILITIES

The Department of Parks, Recreation and Facilities oversees the Parks, Forestry and Cemetery divisions, recreational programs and activities, the marketing and event management venues, and the custodial services of the city's buildings.

The City of Portland has managed Portland's open spaces since the nineteenth century beginning with a Cemeteries and Public Grounds Committee. Parks, Recreation and Facilities is responsible for the day to day management and care of the parks and open spaces in the City. Serving people of all ages and contributing to healthy lifestyles and leisure activities of the community, this department reaches out to many citizens and visitors through over 100 individual parks and 9.2 miles of trails.

All of this encompasses a geographical area of over 1,200 acres. The Parks, Recreation, and Facilities Department also maintains a wide variety of City trees as well as providing new plantings, and also manages two active cemeteries (Evergreen and Forest City) and several inactive cemeteries.

Recreation offers a vast array of services and leisure activities including recreation programs, before and after school care, center for therapeutic recreation, pools, special events,

operations of the ice arena, golf course, and golf course restaurant, and the maintenance and scheduling of athletic fields.

6. LIBRARY

The Portland Public Library is governed by a Board of Trustees. As an independent and non-profit organization, the Library is self-supporting through its own resources with additional grants from the City, Cumberland County and the State of Maine. The amount appropriated represents approximately 84.2% of the Library's estimated expenditures. The City also owns the land and building in which the Library operates.

The expenditures under this category are for the City's contribution to the Portland Public Library.

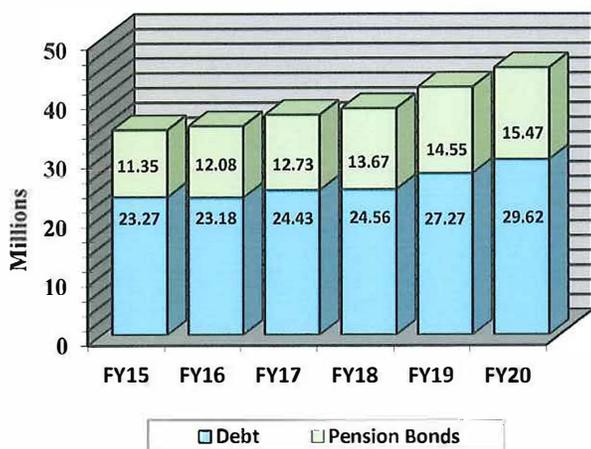
7. METRO

The Greater Portland Transit District, a quasi-municipal organization better known as Metro, is a shared venture to provide public transportation services, serving the Brunswick, Falmouth, Freeport, Gorham, Portland, South Portland, Westbrook, and Yarmouth communities. In April of 2009, the Town of Falmouth joined the City of Portland and the City of Westbrook as the third community assessment member. The District is managed by a Board of Directors selected by the municipal officers of each participating municipality. During early 2019, Metro will be working with the communities of Brunswick, Freeport and Yarmouth to move the Metro *BREEZ* project from its pilot phase to permanence; this also entails bringing these communities onto the Metro Board of Directors as full members who also share in covering their fair portion of the agency's fixed and overhead costs. The Board of Directors has the responsibility for budgeting and financing. The District's operating and capital expenditures, including debt service, are financed by state and federal grants received directly by the District, fares, assessments of member communities, non-member local funding, and other miscellaneous revenues.

The appropriation found under this division represents the City of Portland's assessment for the upcoming fiscal year. The City's portion of the annual assessment is \$2,787,772.

8. LONG TERM DEBT

**City of Portland
Long Term Debt
Expense**



Note: FY19 and FY20 are estimated amounts.

Debt Service expenditures repay principal and interest on the City's general obligation bonds, as well as the administration cost of the current and past year bond issuances. The primary reason for borrowing funds is for financing of Capital improvements, some of which are for Schools and Enterprise Funds.

The City's debt source is the single largest item of expense in the City budget. For fiscal year 2020, the gross debt budget is \$45,087,798, or 21.8% of the City's general fund budget; it is estimated that the Enterprise Funds and the School Department are to reimburse the general fund \$18,206,713 of this expense. The FY20 net cost of debt service to the City general fund is \$25,356,302.

9. COUNTY TAX

This expenditure is paid to finance Portland's share of the cost of county government, including debt repayment. This is determined by the ratio of the City's equalized State Valuation to the County's total equalized State Valuation. At January 1, 2019, the City's equalized State Valuation of \$9,687,850,000 was 20.7% of the County's total equalized State Valuation of \$46.9 billion, resulting in a FY20 assessment to the City of Portland of \$6,640,316.

City of Portland, Maine
Comparative Statement of Revenues
For General Fund

Object	Account Title	Actual Revenues FY18	Estimated Revenues FY19*	Projected Revenues FY19	Estimated Revenues FY20
I. Property and Excise Taxes					
311-000	Current Year's Assessment	166,014,873	177,616,025	173,500,000	186,158,792
311-101	Homestead Tax Relief	2,107,476	-	2,203,293	-
311-201	Business Personal Property Tax Relief	1,883,861	-	2,066,158	-
311-500	Less: School Tax Allocation	(82,787,921)	(88,003,431)	(88,003,431)	(93,345,139)
311-700	Less: TIF Refunds	(2,728,468)	(2,927,991)	(3,221,085)	(3,908,612)
311-900	Senior Tax Equity	-	-	-	(200,000)
312-000	Prior Year's Assessment	2,008,625	-	1,750,000	-
313-100	Automobile Excise	12,401,909	12,050,000	11,750,000	11,550,000
313-200	Boat Excise	44,696	42,000	40,000	40,000
313-300	Aircraft Excise	17,057	15,000	23,350	15,000
314-000	Payments in Lieu of Taxes	675,194	600,000	600,000	600,000
319-000	Interest and Penalties	457,096	320,000	200,000	320,000
Total Property and Excise Taxes		\$100,094,398	\$99,711,603	\$100,908,285	\$101,230,041
II. Licenses and Permits					
321-000	Street Occupancy	585,669	587,500	580,660	680,000
322-000	Business Licenses	1,775,007	1,794,196	1,848,520	1,846,519
322-100	Reinspections	1,050	600	600	600
323-000	Police and Protective	872	735	750	800
325-100	Solid Waste Control	13,532	25,750	25,750	26,340
326-000	Non-Business Licenses	747,222	733,396	733,396	744,921
326-030	Building Permits	3,017,367	2,480,000	3,000,000	2,811,750
326-040	Electrical Permits	65,038	65,000	65,000	65,000
326-050	Plumbing Permits	55,403	60,000	60,000	60,000
326-060	Certificate of Occupancy	25,600	35,000	9,000	20,000
326-080	Board of Appeals	16,282	10,000	10,000	10,000
326-200	Dog Agent Fees	1,950	2,013	1,400	1,750
326-210	Hunting and Fishing	623	690	600	600
326-220	Marriages	32,480	32,364	32,364	32,364
Total Licenses and Permits		\$6,338,095	\$5,827,244	\$6,368,040	\$6,300,644
III. Intergovernmental Revenue					
335-000	State of Maine	16,137	-	-	-
335-030	State Social Services	5,060,436	4,612,344	4,892,006	5,390,906
335-100	Revenue Sharing	4,092,751	4,200,000	4,200,000	4,580,158
335-200	Local Road Assistance Prgm (LRAP)	509,452	500,000	507,520	500,000
335-250	Medicaid	1,095,339	1,100,435	1,256,709	1,789,226
335-300	Snowmobile Registrations	1,437	1,200	1,200	1,200
335-400	Tree Growth Reimbursement	2,080	2,000	1,904	2,000
335-500	Veterans Real Estate Reimb.	39,680	43,000	36,846	43,000
335-600	Camping Fees	-	6,000	-	6,000
Total Intergovernmental Revenue		\$10,817,312	\$10,464,979	\$10,896,185	\$12,312,490

City of Portland, Maine
Comparative Statement of Revenues
For General Fund

Object	Account Title	Actual Revenues FY18	Estimated Revenues FY19*	Projected Revenues FY19	Estimated Revenues FY20
IV. Charges for Services					
340-000	Charges for Services PDD	358,761	363,628	379,992	404,862
341-000	Misc. Charges for Services	4,854,825	5,179,944	5,284,133	5,325,914
341-030	Passports	-	30,000	11,000	30,000
341-160	Confined Space	139,200	145,600	135,000	131,800
341-350	Pre-Operational Inspection	12,150	9,000	11,250	11,250
341-370	CFPM Classes	7,280	5,520	4,085	4,085
341-400	Auto Registration	126,661	115,000	115,000	115,000
341-500	Program Income	71,710	36,400	46,500	59,500
341-550	Berthing Income	271,431	199,080	214,896	119,470
341-580	Passenger Fees	1,738,054	1,801,147	1,710,628	2,002,177
341-590	Fresh Water	63,480	51,000	30,337	35,000
341-800	Parking	81,114	85,000	82,000	105,000
342-000	Public Safety Miscellaneous	3,508,745	3,708,487	3,796,925	3,749,046
342-010	Witness Fees	42,838	56,868	43,408	50,125
342-020	Cruiser Use	168,570	87,000	91,350	92,250
342-100	Peer Review Reimbursement (Eng.)	221,976	165,000	172,500	175,000
342-110	Development Application Fee	84,195	146,500	150,000	146,500
342-120	Development Review (Planners)	58,485	10,000	22,500	10,000
342-130	Inspection / Review (DRC)	135,915	122,455	175,000	175,000
343-000	Recycling Program	1,743,287	1,962,250	1,760,000	1,978,458
343-200	Riverside Recycling	18,099	16,000	16,000	16,000
343-250	Heavy Item Stickers	3,785	2,840	2,840	2,840
343-300	Peaks Island Transfer Station	4,941	6,090	6,090	5,856
345-080	STD Clinic	12,448	12,000	18,000	18,000
345-200	Medicaid Reimbursement	197	-	25	-
345-650	Patient Receipts	17,488,885	18,271,561	18,020,091	18,496,186
345-660	Non-Patient Receipts	501,092	547,825	564,173	758,031
345-990	Less: Returns / Allowances	(706,262)	(1,196,627)	(1,036,987)	(1,477,496)
346-010	Golf Course Daily Play	498,841	494,100	502,994	524,051
346-020	Golf Course Gift Certificates	7,741	12,775	757	-
346-030	Golf Course Passholders	264,692	235,126	235,591	242,138
346-040	Golf Course Pro Shop	70,560	71,000	77,614	75,000
346-060	Golf Course Tournaments	55,244	59,500	68,883	70,200
346-070	Golf Course Lockers	4,800	4,510	7,061	5,152
346-080	Golf Course Cart Rentals	286,861	275,337	287,372	316,256
346-100	Ice Arena Vending	12,224	13,000	11,689	13,000
346-160	Ice Arena Advertising	14,600	14,000	16,000	16,000
346-200	Ice Arena Concessions	605	-	-	-
346-500	Ice Rentals	571,902	549,875	568,692	595,660
346-991	Golf Course Credit Redemptions	17,005	35,308	-	-
347-000	Cultural / Recreation	152,635	139,700	116,875	154,475
347-010	Burials	119,841	153,226	128,687	149,514
347-020	Foundations	23,347	23,249	22,638	23,830
347-040	Annual Care	-	445	420	456
347-050	Plants	3,025	3,500	3,500	3,229
347-060	Vault Cover Placements	15,250	21,036	15,642	21,665
347-070	Lot Sales	63,395	81,770	74,073	76,210

City of Portland, Maine
Comparative Statement of Revenues
For General Fund

Object	Account Title	Actual Revenues FY18	Estimated Revenues FY19*	Projected Revenues FY19	Estimated Revenues FY20
IV. Charges for Services <i>Continued</i>					
347-080	Swimming	206,810	237,248	216,161	251,362
347-100	Camps	245,250	294,825	301,843	326,095
347-200	Before & After School Bell Program	1,060,515	1,162,300	1,213,521	1,212,295
347-300	East End Boat Launch	29,313	23,650	30,434	35,500
348-000*	Donations	107,751	122,000	-	98,646
Total Charges for Services		\$34,844,069	\$35,967,048	\$35,727,183	\$36,750,588
V. Fines, Forfeits, and Penalties					
351-000	Code Violations	81,596	109,585	129,357	118,210
351-100	Denver Boot	85,588	95,000	75,000	75,000
351-200	Parking Tickets	1,947,209	1,900,000	1,800,000	1,800,000
351-360	Restaurant Reinspections	1,800	2,000	2,000	2,000
351-370	CFPM Violations	1,425	1,050	1,500	1,500
Total Fines, Forfeits, and Penalties		\$2,117,618	\$2,107,635	\$2,007,857	\$1,996,710
VI. Uses of Money & Property					
361-000	Interest Income	866,631	550,000	950,000	850,000
361-200	Kehoe Trust Fund	14,022	15,437	17,649	17,649
363-000	Rental Income	338,604	345,946	318,335	369,998
363-010	Primary Tenant	451,521	419,288	435,090	427,000
363-020	Commercial	292,364	296,450	221,015	153,000
363-030	Non-Commercial	394,578	354,900	344,600	419,000
363-040	Food Service	967,228	993,000	991,911	1,006,000
363-050	Merchandising	25,517	23,000	28,612	10,000
363-070	Advertising	41,000	35,000	41,000	35,000
363-080	Vending	3,078	5,000	6,000	8,000
363-090	Box Office	105,303	122,200	124,480	305,200
363-150	Parking Income	11,960	-	720	-
363-250	Ground Rent	151,197	241,335	160,249	218,496
363-330	84 Free Street Lease (Civic Center)	1,000	1,000	1,000	1,000
363-340	94 Free Street Lease	1,208	4,830	4,830	4,830
364-000	Garages, Lots, Meters	1,112,744	1,075,000	1,100,000	1,100,000
364-010	Hourly Parking	874,170	1,150,000	1,150,000	1,150,000
364-020	Monthly Parking	1,198,211	1,253,240	1,268,440	1,268,280
364-030	Library	12,484	14,000	7,040	15,000
364-050	Thames Street Lot	194,883	95,000	132,500	-
364-060	Angelos Acre Lot	54,635	45,000	62,000	65,000
364-070	Ocean Gateway Lot	-	-	-	263,610
364-100	Parking Meters	3,128,937	3,885,000	3,810,000	4,320,000
364-201	Parking Annual Lot Rentals	1,000	1,000	1,000	1,000
364-250	Snow Tow Lot	97,601	89,100	74,250	89,100
367-000	Cultural / Recreation	151,029	161,225	160,000	182,267
Total Uses of Money & Property		\$10,490,905	\$11,175,951	\$11,410,721	\$12,279,430

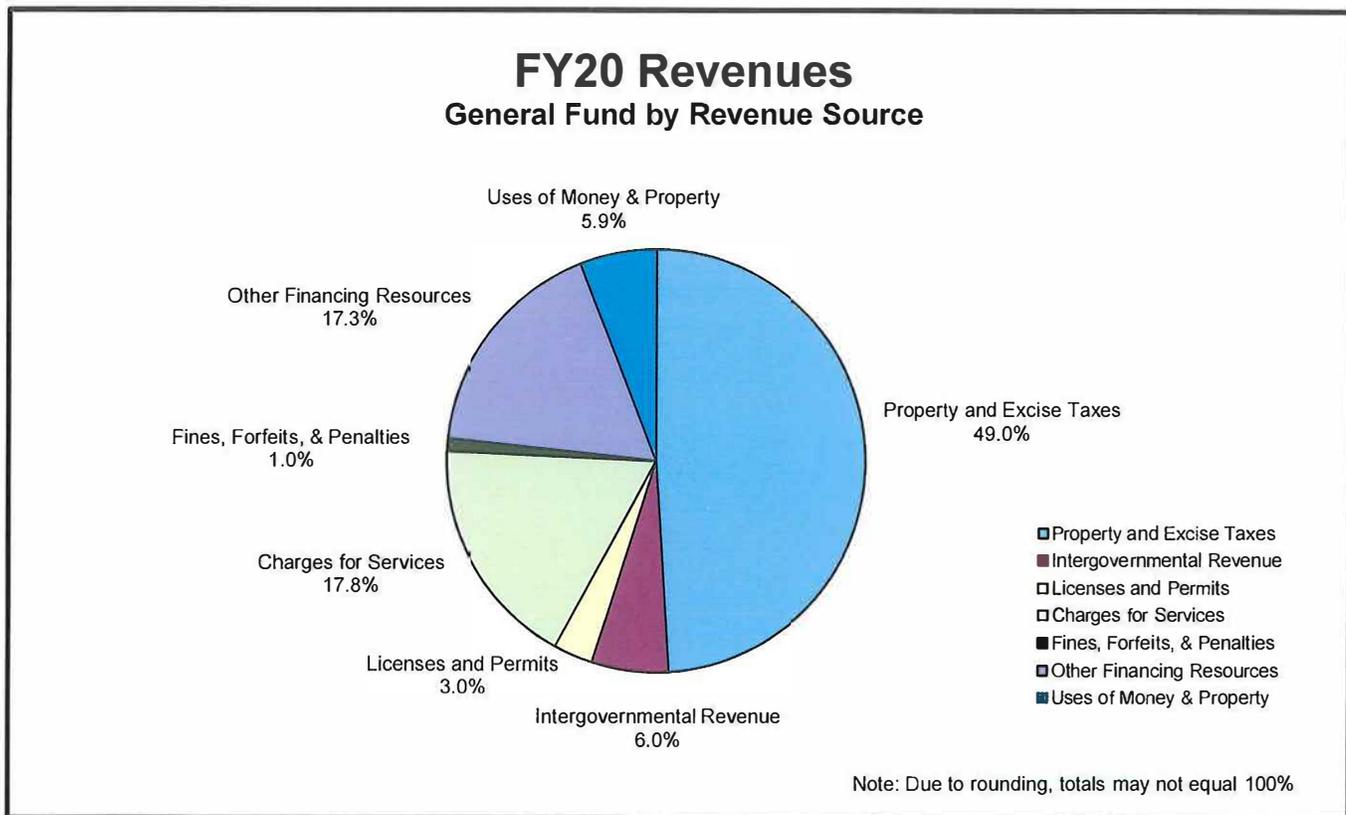
City of Portland, Maine
Comparative Statement of Revenues
For General Fund

Object	Account Title	Actual Revenues FY18	Estimated Revenues FY19*	Projected Revenues FY19	Estimated Revenues FY20
VII. Other Financing Resources					
391-000	Operating Transfers In	717,613	550,031	584,021	572,383
392-000	Sale of City Property	398,128	80,000	2,834,559	80,000
393-000*	HCD Charges	468,763	407,649	315,498	431,601
395-000	Enterprise Fund Charges	13,829,091	14,984,303	14,676,039	15,774,405
396-000	School Department Charges	7,912,317	9,287,975	9,235,060	10,358,539
397-000	Spec Rev / Endow Fd Chgs	305,024	446,198	342,975	322,904
398-000	Misc. Reimbursements	1,055,010	1,435,331	1,406,454	1,369,620
398-010	Fringe Benefits	461,774	310,537	356,276	369,591
398-020	Non-State Social Service	58,261	35,000	37,000	35,000
398-100	Other General Fund Accts	478,120	491,115	516,000	526,000
398-300	CIP Charges	306,088	499,419	345,000	486,556
398-400*	Grant Reimbursements	3,147,863	3,157,125	327,170	3,380,992
398-500	TIF Fund Reimbursements	-	647,268	651,559	2,155,077
Total Other Financing Resources		\$29,138,052	\$32,331,951	\$31,627,612	\$35,862,668

TOTAL GENERAL FUND REVENUES: **\$193,840,449** **\$197,586,411** **\$198,945,883** **\$206,732,571**

***Notes:**

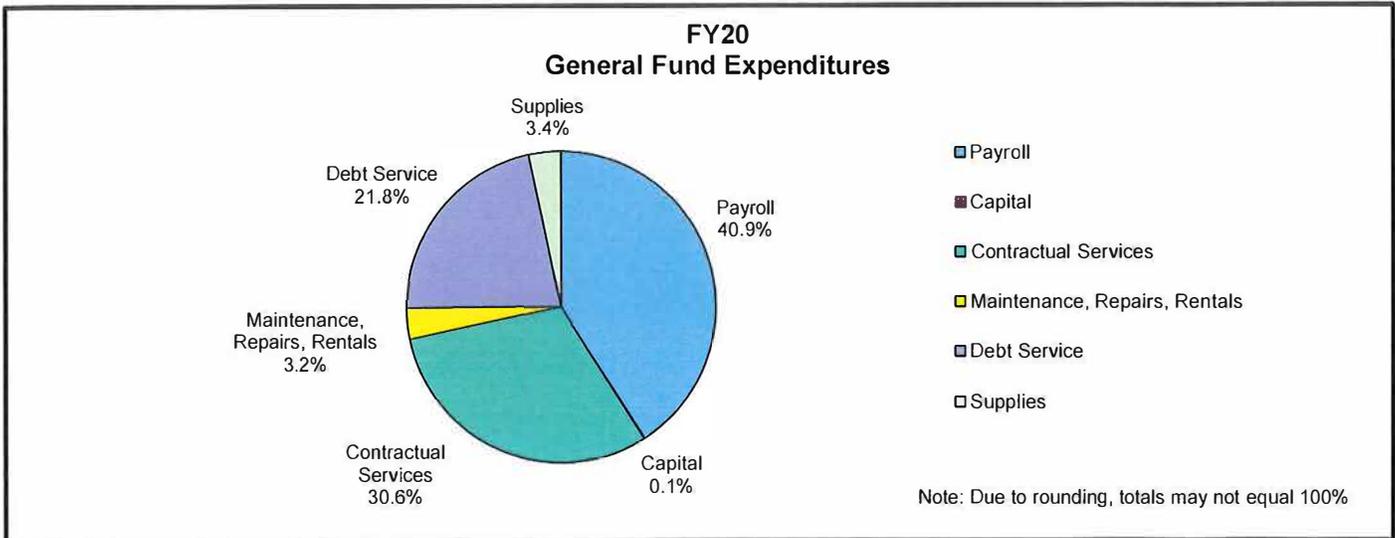
- FY19 General Fund budget comparative with project / grant value: \$197,586,411; project / grant value = \$3,125,269
- (1) Planning: \$290,805 (2) Public Health: \$839,356 (3) Social Services: \$1,995,108
- Full-time project positions restored in FY20 (directly charged to projects / grants in FY19): Planning, Public Health & Social Services



**CITY OF PORTLAND, MAINE
FY20 Annual Budget**

Departmental Budget Summary By Expenditure Category

Account Number	Account Title	Payroll	Contractual Services	Maint. / Repairs & Rentals	Supplies	Capital	Total
11-00	Council	132,291	207,755	0	4,000	0	344,046
12-00	City Clerk	466,672	75,582	35,016	45,451	0	622,721
13-00	City Manager	852,266	61,801	6,500	9,310	0	929,877
14-00	Assessor	394,383	30,260	2,016	8,500	0	435,159
15-00	Finance	1,612,907	302,538	7,785	29,500	0	1,952,730
16-00	Legal	667,533	65,805	0	8,000	0	741,338
17-00	Human Resources	879,333	156,801	13,000	22,000	0	1,071,134
18-00	Parking	1,434,923	526,015	348,052	57,225	0	2,366,214
19-00	Economic Development	564,676	99,202	2,400	8,250	0	674,528
21-00	Police	16,640,498	696,530	133,681	286,831	0	17,757,540
22-00	Fire	15,945,994	908,679	738,090	642,385	0	18,235,148
24-00	Planning & Development	1,729,807	317,025	16,700	16,500	0	2,080,032
25-00	Permitting & Inspections	1,637,932	181,834	4,368	24,425	0	1,848,559
29-00	Information Technology	1,148,860	871,533	812,989	81,100	0	2,914,482
31-00	Public Works	8,517,517	2,438,567	1,882,814	1,670,304	127,000	14,636,202
33-00	Parks, Recreation & Facilities	8,550,438	1,279,333	437,064	1,240,358	10,000	11,517,193
35-00	Public Buildings & Waterfront	1,450,431	1,972,784	1,121,926	490,200	45,000	5,080,341
44-10	HHS Administration	326,696	7,080	0	3,500	0	337,276
44-20	Public Health	1,758,324	206,673	73,682	54,850	0	2,093,528
44-30	Social Services	4,985,285	7,026,198	822,091	334,173	0	13,167,747
44-40	Barron Center	12,031,667	1,758,539	166,064	1,907,634	84,065	15,947,969
48-00	Library	2,955,700	1,222,850	0	0	0	4,178,550
51-00	Pension	0	8,398,292	0	0	0	8,398,292
52-00	Employee Benefits	0	23,433,802	12,084	0	0	23,445,886
61-00	Contingent	0	250,000	0	0	0	250,000
62-00	Liability Insurance	0	839,325	0	0	0	839,325
63-00	County Tax	0	6,640,316	0	0	0	6,640,316
65-00	Memberships & Contr.	0	3,303,640	0	0	0	3,303,640
67-00	Wage Adjustment	(165,000)	0	0	0	0	(165,000)
Subtotal General Fund Expenditures:		\$84,519,133	\$63,278,759	\$6,636,321	\$6,944,496	\$266,065	\$161,644,773
47-00	Debt Service						\$45,087,798
Total General Fund Expenditures:							<u>\$206,732,571</u>



**CITY OF PORTLAND, MAINE
FY20 Annual Budget**

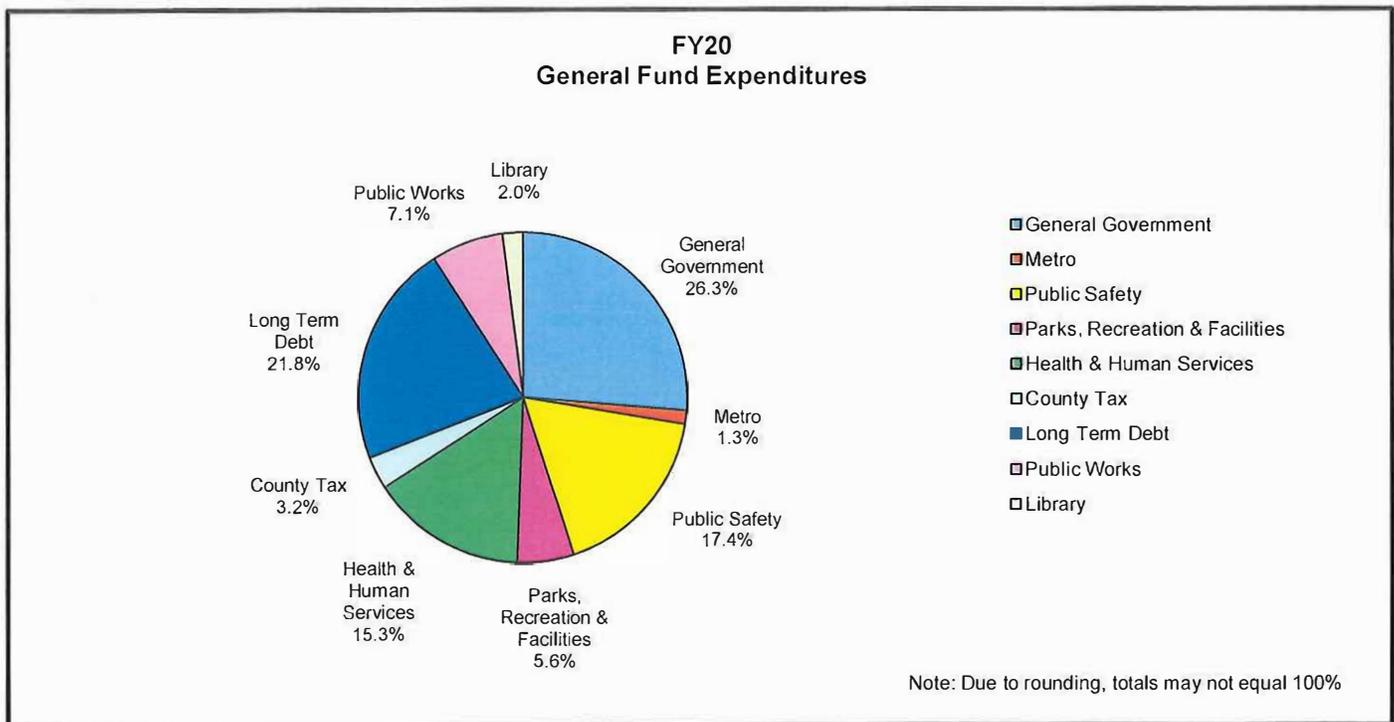
Categorical Budget Summary By Expenditure Category

Account Title	Payroll	Contractual Services	Maint. / Repairs & Rentals	Supplies	Capital	Total
General Government	12,807,014	38,306,222	2,382,835	804,461	45,000	54,345,532
Public Safety	32,586,492	1,605,209	871,771	929,216	0	35,992,688
Public Works	8,517,517	2,438,567	1,882,814	1,670,304	127,000	14,636,202
Parks, Recreation & Facilities	8,550,438	1,279,333	437,064	1,240,358	10,000	11,517,193
Health & Human Services	19,101,972	8,998,490	1,061,837	2,300,157	84,065	31,546,520
Library	2,955,700	1,222,850	0	0	0	4,178,550
County Tax	0	6,640,316	0	0	0	6,640,316
Metro	0	2,787,772	0	0	0	2,787,772

Subtotal General Fund Expenditures: \$84,519,133 \$63,278,759 \$6,636,321 \$6,944,496 \$266,065 \$161,644,773

Long Term Debt \$45,087,798

Total Categorical Expenditures: \$206,732,571



City Council

The City of Portland operates under a charter which was last amended on November 2, 2010. The City Council is comprised of a Mayor, elected for a four year term, five district Council members and three members elected from the registered voters of the entire City-at-Large. The Council members are elected for three-year staggered terms.

The charter grants to the City Council all powers to enact, reasonable by-laws, regulations and ordinances. The council adopts an annual budget, authorizes the issuance of debt and provides for an annual audit. The Mayor has the authority to veto the annual budget, however the veto may be overridden by six members of the City Council.

In addition to formally meeting two times each month, the Council meets frequently in subcommittees and workshops.

The revenues received by this department are from Housing & Community Development (HCD) grant funds for a portion of the annual audit costs.

Department Summary

Department: City Council

Account: 100-11

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	127,889	127,889	132,291	132,291	132,291	132,291
Benefits	960	1,200	1,200	1,200	1,200	1,200
Administrative Services	43,110	60,550	51,610	51,610	51,610	51,610
Contractual Services	155,445	149,945	154,945	154,945	154,945	154,945
Supplies	4,500	4,000	4,000	4,000	4,000	4,000
Total	331,904	343,584	344,046	344,046	344,046	344,046
Less Revenues	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Net Department Total	326,904	338,584	339,046	339,046	339,046	339,046

City Clerk

The Department of City Clerk has three major functions: Elections, Vital Records, and City Records Maintenance. The City Clerk oversees the operation of these functions and acts as Clerk of the City Council by recording and keeping all its official acts. The Deputy City Clerk is charged with ensuring the City Clerk's Office runs in accordance with the Clerk's directives and obligations.

The Election Administrator is charged with facilitating municipal and state elections. The City Clerk's office is responsible for all election preparation, including preparing ballots, nomination papers, training election officials, testing the election scanners to certify their accuracy, and absentee voting. The Clerk's Office is also responsible for tallying election results and securing voted ballots. Three elections are planned for FY20: the November 2019 State General & Municipal ranked-choice voting (RCV) Mayoral Election, the proposed election; LD 245," An Act to Re-Establish a Presidential Primary System in Maine" beginning March 2020 and every four years thereafter, and the June 2020 State Primary & School Budget Validation Election. Voter Registration is part of the election process and involves maintaining voter lists, certifying election nomination papers and citizen initiative petitions, processing peoples veto papers, and generating reports from the Central Voter Registration system (CVR). The CVR is a statewide system designed to standardize and centralize voter registration. During FY20, the State will be providing (per precinct) new Election Machine tabulators; the City will be renting additional machines as warranted per election.

The Vital Records Clerks are responsible for recording and issuing vital records such as the births, deaths and marriages that occur in Portland. An account has been created to facilitate donations for the preservation of these records, which are in poor condition; these records must be maintained forever. In addition, Clerks are responsible for performing marriages at the counter, the licensing of dogs, the sale of fish and game licenses, domestic partnership registrations, genealogy request searches, and providing Notary and Dedimus Justice services. As of FY19, a Marriage Ceremony Package is now available for couples who would like the option of a more formal / traditional style wedding ceremony; this package includes a one-hour rental of the State of Maine Room with full Notary Service vows performed by one of the City Clerk Staff members. FY20 introduces the implementation of online ordering for requesting certified vital records.

City record keeping involves indexing and binding Council minutes, responding to research requests, and the storage of the audio / video recordings of several boards and committees.

The City Clerk's expenditure budget has increased \$86,199, or 16.1%. The FY20 increases include the Mayor ballot tabulation, citizen initiatives, record restoration / preservation, increased voting machine rentals, and office renovations.

Department Summary

Department:						Account:	100-12
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance	
Classification Breakdown							
Payroll	471,278	471,278	514,550	504,072	504,072	466,672	
Benefits	600	600	600	600	600	600	
Administrative Services	6,181	6,181	6,361	6,361	6,361	6,361	
Contractual Services	35,615	35,615	68,621	68,621	68,621	68,621	
Maintenance and Repair	2,880	3,190	5,710	5,710	5,710	5,710	
Rentals	9,418	9,518	29,906	29,906	29,906	29,306	
Supplies	10,550	10,873	45,451	45,451	45,451	45,451	
Total	536,522	537,255	671,199	660,721	660,721	622,721	
Less Revenues	(227,688)	(219,364)	(228,094)	(228,094)	(228,094)	(228,094)	
Net Department Total	308,834	317,891	443,105	432,627	432,627	394,627	

Executive

The department is responsible for the executive management of the City of Portland. Responsibilities include preparation and administration of council agendas and orders; coordination and administration of City departments, services, and programs; developing and enforcing administrative policies; handling of citizen inquiries and complaints, public relations and communication functions; neighborhood, waterfront, and island liaison efforts; local and state government liaison efforts; emergency preparedness; and the preparation of the annual Capital Improvement Plan.

This department consists of the City Manager and support staff. Appointed by the City Council, the City Manager serves as the Chief Executive Officer of the City. In addition to the City Manager, the administrative staff also includes other key staff members necessary for the success in providing high quality services. As the largest municipality in Maine, the staff works diligently toward being involved and pro-active in the Portland community, as well as in the broader local and state community.

The FY20 expenditures decreased \$46,687 or 4.8%, and revenues decreased \$28,655 or 2.8%, primarily due to personnel reorganization changes.

Department Summary

Department: Executive

Account: 100-13

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	907,442	872,442	1,000,204	852,266	852,266	852,266
Benefits	12,100	12,100	12,100	11,200	11,200	11,200
Administrative Services	21,775	36,500	29,274	29,274	29,274	29,274
Contractual Services	20,120	37,983	21,537	21,327	21,327	21,327
Rentals	6,500	6,500	6,500	6,500	6,500	6,500
Supplies	8,627	9,091	9,310	9,310	9,310	9,310
Total	976,564	974,616	1,078,925	929,877	929,877	929,877
Less Revenues	(1,040,370)	(1,046,175)	(1,040,370)	(1,011,715)	(1,011,715)	(1,011,715)
Net Department Total	(63,806)	(71,559)	38,555	(81,838)	(81,838)	(81,838)

Assessor

The Assessor's Office is responsible for the discovery and fair and equitable valuation of all real and personal property within the City. The office maintains ownership and mailing address records of all 24,000+ parcels, 4,200+ personal property accounts, tax exemptions, special assessments of specific properties, and tax maps. The office prepares and certifies the annual tax rolls and warrant to the City Treasurer in a timely manner while educating property owners on the appraisal process and their options to appeal.

Department Summary

Department: Assessor

Account: 100-14

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	369,187	374,909	440,657	394,383	394,383	394,383
Benefits	360	700	960	960	960	960
Administrative Services	14,420	14,020	16,960	16,960	16,960	16,960
Contractual Services	12,195	10,300	12,340	12,340	12,340	12,340
Rentals	2,015	2,015	2,016	2,016	2,016	2,016
Supplies	6,200	5,700	8,500	8,500	8,500	8,500
Total	404,377	407,644	481,433	435,159	435,159	435,159
Less Revenues	(2,076)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
Net Department Total	402,301	406,644	480,433	434,159	434,159	434,159

Finance

The Department of Finance consists of Administration and Treasury. The Finance Director and the Deputy Finance Director oversee the efficient operations of these functions.

The FY20 department expenditures have increased \$112,629, or 6.1%, primarily due to wages. The department's estimated revenues also increased by \$708,527, or 12.1%. The FY20 revenue estimate increase includes the partial restore of the State's Revenue Share distribution pool and higher interest income reflective of recent interest rate increases.

Department Summary

Department: Finance

Account: 100-15

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	1,494,486	1,490,751	1,671,357	1,612,907	1,612,907	1,612,907
Benefits	2,508	1,900	2,016	2,016	2,016	2,016
Administrative Services	185,615	169,570	187,115	187,115	187,115	187,115
Contractual Services	123,407	94,521	113,407	113,407	113,407	113,407
Maintenance and Repair	500	0	500	500	500	500
Rentals	7,285	7,110	7,285	7,285	7,285	7,285
Supplies	26,300	25,600	29,500	29,500	29,500	29,500
Capital Outlay	0	0	50,000	0	0	0
Total	1,840,101	1,789,452	2,061,180	1,952,730	1,952,730	1,952,730
Summary by Division						
Finance Administration (15-100)	1,155,368	1,139,110	1,288,727	1,218,727	1,218,727	1,218,727
Treasury (15-200)	684,733	650,342	772,453	734,003	734,003	734,003
Total	1,840,101	1,789,452	2,061,180	1,952,730	1,952,730	1,952,730
Less Revenues	(5,842,047)	(8,947,777)	(5,849,967)	(6,550,574)	(6,550,574)	(6,550,574)
Net Department Total	(4,001,946)	(7,158,325)	(3,788,787)	(4,597,844)	(4,597,844)	(4,597,844)

Treasury

The Treasury division is responsible for the collection of all monies into the City. This includes the collection of real estate taxes, personal property taxes, delinquent sewer user fees, and vehicle excise taxes and registration fees, as well as issuance of license plates. Treasury also collects parking ticket revenues and miscellaneous receivables, processes boat and utility trailer registrations, and issues island vehicle and golf cart registrations and Metro bus passes.

Residents may visit the Treasury Office in City hall for these services. There are also many electronic options for residents:

- (a) Treasury offers online payments of real estate through the City of Portland website:
<https://www.portlandmaine.gov/1567/Pay-Your-Property-Taxes-On-Line>.
- (b) View / Print Tax Bills on-line at:
<http://www.portlandmaine.gov/1567/View-AndOr-Pay-Your-Property-Taxes-On-Line>
- (c) Online options are available for residents to re-register vehicles, trailers and boats through the State of Maine website: <https://www1.maine.gov/online/bmv/rapid-renewal/>.
- (d) Parking tickets can be paid in Room 20 (Parking Office) as well as online through the website:
www.portlandparkingtickets.com or <https://portlandme.rmcpcpay.com/>.
- (e) Portland Senior Tax Equity Program (P-STEP) Application:
<https://www.portlandmaine.gov/DocumentCenter/View/23533/Portland-Senior-Tax-Equity-Program-P-STEP-Application> or <http://www.portlandmaine.gov/145/Tax-Relief>

The FY20 Treasury general fund expenditures increased \$49,270, or 7.2%, attributed largely to an increase in payroll expenditures, including funds for the FY20 new P-STEP program. The FY20 non-tax revenue estimate increase is \$689,632, or 12.8%. The revenue estimate increase is primarily related to the partial restoration of the State Revenue Sharing formula and a rise in interest rates.

Division Summary

Department: Finance	Division: Treasury				Account: 10015200	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	457,576	465,001	504,696	516,246	516,246	516,246
Administrative Services	93,375	81,220	93,375	93,375	93,375	93,375
Contractual Services	118,057	89,771	108,057	108,057	108,057	108,057
Maintenance and Repairs	500	0	500	500	500	500
Rentals	2,425	2,250	2,425	2,425	2,425	2,425
Supplies	12,800	12,100	13,400	13,400	13,400	13,400
Capital Outlay	0	0	50,000	0	0	0
Total	684,733	650,342	772,453	734,003	734,003	734,003
Less Revenues	(5,374,362)	(5,627,112)	(5,378,513)	(6,063,994)	(6,063,994)	(6,063,994)
Net Division Total	(4,689,629)	(4,976,770)	(4,606,060)	(5,329,991)	(5,329,991)	(5,329,991)

Legal

The goal of the Legal Department is to provide competent and cost-effective legal advice, services and representation to the City Council, its officials, boards and commissions, department heads and City staff. The department is under the direction of Corporate Counsel, who manages a staff of three attorneys, a risk manager, a litigation paralegal, and a paralegal / legal assistant.

The department provides a full range of legal services for the City and maintains a high level of expertise in areas of particular importance to municipal government such as tax collections, contracts, economic development, assessments, planning, zoning, Rule 80B appeals, administrative law, general assistance, construction law, transportation, personnel, municipal finance, code enforcement, liability, and statutory and ordinance drafting and interpretation. In addition, the department staffs and/or provides legal advice to all City standing and special committees and Boards.

The majority of the revenues received by the department are from charge backs for legal services provided by the attorneys for the Fish Pier, Sewer, Stormwater, and Jetport funds. The department also receives revenue for various ordinance code violations, and settlements.

The FY20 expenditures increased \$31,935, or 4.5%, largely due to increased personnel costs. FY20 estimated revenues increased \$15,205, or 11.2%.

Department Summary

Department: Legal Account: 100-16

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	638,425	638,425	667,533	667,533	667,533	667,533
Benefits	0	400	3,000	3,000	3,000	3,000
Administrative Services	26,841	26,541	26,841	26,841	26,841	26,841
Contractual Services	36,137	35,475	35,964	35,964	35,964	35,964
Maintenance and Repair	0	0	0	0	0	0
Supplies	8,000	8,000	8,000	8,000	8,000	8,000
Total	709,403	708,841	741,338	741,338	741,338	741,338
Less Revenues	(136,320)	(182,177)	(139,320)	(151,525)	(151,525)	(151,525)
Net Department Total	573,083	526,664	602,018	589,813	589,813	589,813

Human Resources

The Department of Human Resources provides many services to all City departments, including recruitment and hiring oversight, civil service program administration, labor relations, organizational development and education, employee health and benefits administration, and safety and risk management.

FY20 expenditures increased \$7,976, or 0.8%. The FY20 budget includes equipment maintenance and rental cost increases, and equipment for the City's training room. Also included in this budget is a reduction of the Employee Assistance Coordinator from full-time to half-time status and the transfer of fire physical fitness testing expenses to the Fire Department. The revenues collected by this department are received from the Sewer, Stormwater and Jetport funds for services provided by the Human Resources staff.

Department Summary

Department: Human Resources

Account: 100-17

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	875,038	844,038	988,650	879,333	879,333	879,333
Benefits	4,040	4,040	4,040	4,040	4,040	4,040
Administrative Services	37,930	37,967	42,650	42,650	42,650	42,650
Contractual Services	122,150	111,760	110,111	110,111	110,111	110,111
Maintenance and Repair	1,000	1,000	4,000	4,000	4,000	4,000
Rentals	6,000	10,946	9,000	9,000	9,000	9,000
Supplies	17,000	13,500	23,250	22,000	22,000	22,000
Total	1,063,158	1,023,251	1,181,701	1,071,134	1,071,134	1,071,134
Less Revenues	(76,056)	(76,056)	(76,056)	(75,945)	(75,945)	(75,945)
Net Department Total	987,102	947,195	1,105,645	995,189	995,189	995,189

Parking

Parking falls under the direction of the Executive Department. The Parking Division manages both on-street and off-street parking in the City. Parking Control Officers enforce on-street signage and the City's parking ordinance to encourage turnover parking and provide public safety throughout the City. When requested, Parking Control Officers also assist the Police Department with traffic control during fire emergencies, accidents, and other matters of public safety.

The Parking Division also maintains and collects revenue from 1,631-metered spaces throughout the City, 856 of which have been converted to multi space meters that accept credit cards.

Finally, the Parking Division administers, operates, and/or oversees four parking garages and four parking lots. The division provides budgets, physical oversight, staffing, and revenue collection for these facilities.

FY20 expenses are up \$28,850, or 1.2%, primarily due to payroll increases, including 0.4 FTE hour increase of a Parking Control Officer. FY20 revenues have risen by \$545,100, or 5.7%, largely due to FY20 fee increases in parking meter rates, as well as the opening of the Ocean Gateway parking lot during the spring of 2019.

Department Summary

Department: Parking

Account: 100-18

		FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown							
Payroll		1,383,934	1,394,983	1,425,279	1,434,923	1,434,923	1,434,923
Benefits		16,035	16,240	16,420	16,420	16,420	16,420
Administrative Services		42,695	42,261	43,825	43,825	43,825	43,825
Contractual Services		402,290	385,378	407,735	407,735	407,735	407,735
Maintenance and Repair		222,040	215,363	217,040	217,040	217,040	217,040
Rentals		128,765	128,685	131,011	131,011	131,011	131,011
Supplies		70,550	69,450	57,225	57,225	57,225	57,225
Utilities		69,615	58,450	56,595	56,595	56,595	56,595
Contributions		1,440	1,440	1,440	1,440	1,440	1,440
Total		2,337,364	2,312,250	2,356,570	2,366,214	2,366,214	2,366,214
Summary by Division							
Parking Administration	(18-100)	1,460,024	1,465,754	1,477,406	1,487,050	1,487,050	1,487,050
Elm Street Garage	(18-200)	302,962	302,135	300,164	300,164	300,164	300,164
Spring Street Garage	(18-300)	449,378	418,985	452,870	452,870	452,870	452,870
Temple Street Garage	(18-400)	125,000	125,376	126,130	126,130	126,130	126,130
Total		2,337,364	2,312,250	2,356,570	2,366,214	2,366,214	2,366,214
Less Revenues		(9,620,120)	(9,498,210)	(9,401,610)	(9,665,220)	(9,665,220)	(10,165,220)
Net Department Total		(7,282,756)	(7,185,960)	(7,045,040)	(7,299,006)	(7,299,006)	(7,799,006)

Parking Administration

Parking Administration includes the management of on-street parking, which includes the parking meter operation, the Parking Control Officers, and the issuance of residential parking stickers. This division also handles the administration of the Temple Street and Casco Bay parking garages.

FY20 Expenditures increased \$27,026, or 1.9%. Expenditure changes include an increase in personnel expense and a decrease in supplies due to the FY19 expense of additional multi-space parking meters.

FY20 Parking Administration revenues have increased \$504,110, or 8.2%. Total parking meter revenue is expected to increase \$435,000, attributed to the FY20 meter rate increase; there continues to be a downward trend in parking ticket revenue as a result of the City's efforts to make parking meter payments more convenient via multi-space credit card enabled meters, and a mobile payment app. The Thames Street Lot has closed; however, the City has temporarily opened up daily parking at the Ocean Gateway Queuing Lane which is expected to generate \$263,610 in revenue.

Division Summary

Department: Parking	Division: Parking Administration				Account: 10018100	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	924,284	927,807	952,730	962,374	962,374	962,374
Benefits	14,035	14,240	14,220	14,220	14,220	14,220
Administrative Services	17,695	16,885	17,695	17,695	17,695	17,695
Contractual Services	311,605	315,397	311,320	311,320	311,320	311,320
Maintenance and Repairs	850	850	850	850	850	850
Rentals	128,665	128,585	130,911	130,911	130,911	130,911
Supplies	60,450	59,450	47,100	47,100	47,100	47,100
Utilities	1,000	1,100	1,140	1,140	1,140	1,140
Contributions	1,440	1,440	1,440	1,440	1,440	1,440
Total	1,460,024	1,465,754	1,477,406	1,487,050	1,487,050	1,487,050
Less Revenues	(6,121,600)	(5,966,500)	(5,862,100)	(6,125,710)	(6,125,710)	(6,625,710)
Net Division Total	(4,661,576)	(4,500,746)	(4,384,694)	(4,638,660)	(4,638,660)	(5,138,660)

Spring Street Garage

The Spring Street Garage is a City-owned parking facility adjacent to the Cross Arena and is operated and staffed by the Parking Division. The Spring Street Garage has been used successfully as an economic development tool for downtown revitalization and provides parking for Arena events. The garage also provides hourly parking for people visiting businesses in the Congress Street / Free Street area, as well as providing monthly parking spaces for employees of area businesses and private citizens.

FY20 Expenses have slightly increased \$3,492, or 0.8%. FY20 revenues also increased slightly by \$14,150, or 0.8%.

Division Summary

Department: Parking	Division: Spring Street Garage				Account: 10018300	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	259,998	258,998	269,680	269,680	269,680	269,680
Benefits	1,000	1,000	1,100	1,100	1,100	1,100
Contractual Services	61,870	47,399	65,240	65,240	65,240	65,240
Maintenance and Repairs	69,220	62,613	69,220	69,220	69,220	69,220
Rentals	100	100	100	100	100	100
Supplies	5,800	5,700	5,800	5,800	5,800	5,800
Utilities	51,390	43,175	41,730	41,730	41,730	41,730
Total	449,378	418,985	452,870	452,870	452,870	452,870
Less Revenues	(1,721,920)	(1,736,230)	(1,736,070)	(1,736,070)	(1,736,070)	(1,736,070)
Net Division Total	(1,272,542)	(1,317,245)	(1,283,200)	(1,283,200)	(1,283,200)	(1,283,200)

Economic Development

The Department of Economic Development is responsible for enhancing the economic growth of the City and is dedicated to fostering a vibrant and healthy economic climate for the benefit of all those who live and work in Portland. The Department strives to facilitate a strong and diversified tax base, an active and revitalized city and waterfront, and economic and employment opportunities.

By leading a collaborative effort among agencies, both in advocacy and acting as a business resource, the Department provides professional and knowledgeable service through quality programs and coordinated efforts to improve the well-being of Portland. The Department endeavors to keep open the lines of communication so that economic development issues and opportunities are addressed in a timely, thorough, and proactive manner.

The Economic Development Department expenditures increased \$40,539, or 6.4%, largely attributed to an increase in payroll expense. FY20 staffing changes include the elimination of the Creative Portland contract employees, a new Outreach & Initiatives Coordinator, and the transfer of the Marketing & Communications Coordinator from Parks, Recreation & Facilities; the net FTE decrease is (0.1). The department's seven positions are offset 100% by revenue reimbursement; the FY20 revenue increase of \$28,799, or 5.1%, is mainly attributed to the increase in staff salary reimbursement from tax increment financing (TIF) funds.

Department Summary

Department: Economic Development

Account: 100-19

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	532,937	526,000	501,791	564,676	564,676	564,676
Benefits	1,620	1,300	1,620	1,620	1,620	1,620
Administrative Services	18,210	15,085	19,510	19,510	19,510	19,510
Contractual Services	73,072	73,072	84,072	78,072	78,072	78,072
Rentals	2,400	2,400	2,400	2,400	2,400	2,400
Supplies	5,750	6,750	8,250	8,250	8,250	8,250
Total	633,989	624,607	617,643	674,528	674,528	674,528
Summary by Division						
Economic Development (19-100)	605,467	596,085	589,121	646,006	646,006	646,006
Portland Development Corporation (19-200)	28,522	28,522	28,522	28,522	28,522	28,522
Total	633,989	624,607	617,643	674,528	674,528	674,528
Less Revenues	(567,949)	(566,791)	(533,863)	(596,748)	(596,748)	(596,748)
Net Department Total	66,040	57,816	83,780	77,780	77,780	77,780

Economic Development

The division of Economic Development is comprised of the Director and a support staff of six. The Department strives to facilitate a strong and diversified tax base, an active and revitalized city, a vital waterfront, and employment opportunities. The Department also endeavors to keep the lines of communication open so that economic development issues are addressed in a timely, thorough, and proactive manner. This division also includes the Office of Economic Opportunity.

The salaries in this division are 100% funded through Tax Increment Financing (TIF), and include reimbursement from the Downtown, Waterfront and / or Bayside TIFs.

The FY20 expenditures have increased \$40,539, or 6.7%. FY20 budget changes include various personnel changes, including a new Outreach and Initiatives Coordinator, the transfer of the Marketing and Communications Coordinator from Parks, Recreation and Facilities Administration division, and the elimination of the Creative Portland Corporation (CPC) contract positions and corresponding revenue offset. FY20 revenues have increased by \$28,799, or 5.3%.

Division Summary

Department: Department of Economic Development **Division:** Economic Development **Account:** 10019100

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	532,937	526,000	501,791	564,676	564,676	564,676
Benefits	1,620	1,300	1,620	1,620	1,620	1,620
Administrative Services	13,335	10,210	14,635	14,635	14,635	14,635
Contractual Services	50,175	50,175	61,175	55,175	55,175	55,175
Rentals	2,400	2,400	2,400	2,400	2,400	2,400
Supplies	5,000	6,000	7,500	7,500	7,500	7,500
Total	605,467	596,085	589,121	646,006	646,006	646,006
Less Revenues	(539,427)	(538,269)	(505,341)	(568,226)	(568,226)	(568,226)
Net Division Total	66,040	57,816	83,780	77,780	77,780	77,780

Portland Development Corporation

The Portland Development Corporation (PDC) is a quasi-municipal non-profit corporation created in December 1990 by the City Council. The Division specializes in providing specific programs which will assist in the recruitment and development of new and existing business and industry within the city.

The Portland Development Corporation budget is fully funded by the interest income from its business loan programs; the PDC relies on this income from its business loan program to cover its operating expenses. Expenses are offset 100% by program revenue.

Division Summary

Department: Department of Economic Development **Division:** Portland Development Corporation **Account:** 10019200

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Administrative Services	4,875	4,875	4,875	4,875	4,875	4,875
Contractual Services	22,897	22,897	22,897	22,897	22,897	22,897
Supplies	750	750	750	750	750	750
Total	28,522	28,522	28,522	28,522	28,522	28,522
Less Revenues	(28,522)	(28,522)	(28,522)	(28,522)	(28,522)	(28,522)
Net Division Total	0	0	0	0	0	0

Police Department

The Police Department is comprised of six divisions: Administration, Uniform Operations Group, Bureau of Investigative Services, Operations Support Services, Dispatch Services and Jetport Security.

The Police Department's mission focuses on three distinct areas: Service Excellence, Community Engagement, and Resource Maximization. Every decision, plan, and contact made places emphasis on these three areas. All members of the Portland Police Department reference the core values of Leadership, Integrity, and Service when interacting with the public.

The Police Department's expense increase of \$896,927, or 5.3%, is primarily due to contractual increases in payroll expenses. The FY20 expenditures also include the budget restore of the Victim Witness Advocate from 0.3 to 1.0 FTE, reflective of the position's continuing live status, which is 94.1% funded by a Federal Grant.

Revenues are increasing \$38,130, or 1.3%, which predominately includes a mix of payroll and other expense reimbursements.

Department Summary

Department: Police Department

100-21

		FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll		15,936,357	16,618,464	16,640,498	16,640,498	16,640,498
Benefits		234,590	249,210	249,210	249,210	249,210
Administrative Services		122,096	182,778	182,778	182,778	182,778
Contractual Services		259,537	265,642	252,362	252,362	252,362
Maintenance and Repair		95,037	133,629	111,629	111,629	111,629
Rentals		21,718	22,052	22,052	22,052	22,052
Supplies		165,178	324,551	271,831	271,831	271,831
Minor Capital Items		15,000	15,000	15,000	15,000	15,000
Utilities		11,100	12,180	12,180	12,180	12,180
Total		16,860,613	17,823,506	17,757,540	17,757,540	17,757,540
Summary by Division						
Police Administration	(21-100)	1,207,316	1,260,840	1,274,264	1,274,264	1,274,264
Uniformed Operations Group	(21-200)	10,062,663	10,691,253	10,616,533	10,616,533	10,616,533
Bureau of Investigative Services	(21-300)	1,928,235	2,009,065	2,017,675	2,017,675	2,017,675
Operations Support Services	(21-400)	828,086	920,721	907,441	907,441	907,441
Dispatch Services	(21-500)	2,262,115	2,360,103	2,360,103	2,360,103	2,360,103
Jetport Security	(21-800)	572,198	581,524	581,524	581,524	581,524
Total		16,860,613	17,823,506	17,757,540	17,757,540	17,757,540
Less Revenues		(2,947,159)	(2,930,276)	(2,985,289)	(2,985,289)	(2,985,289)
Net Department Total		13,913,454	14,893,230	14,772,251	14,772,251	14,772,251

Uniformed Operations Group

A Commander heads the Uniformed Operations Group. The primary duty of this group is the protection of lives and property. This is accomplished through continuous patrol directed at the repression of crime and the apprehension of violators. The group consists of three patrol teams broken out into twelve squads. This unique deployment structure allows the department to utilize a workload analysis to assign a proportionate number of patrol officers throughout the City. It also promotes teamwork and cohesive organizational commitment within the small units. Each team is responsible for conducting routine patrol services such as responding to calls for service, traffic enforcement, building security and maintenance of public order. Directed patrol officers work closely with Community Policing Officers in each sector of the City to enhance crime prevention and streamline problem solving.

Community Policing Officers are assigned to six neighborhood sectors and the Youth Services program. These officers work closely with Portland residents, local businesses and their fellow officers to enhance problem solving. In addition to answering calls for police service, these officers attend meetings, collaborate with fellow officers, and work with the Community Policing Coordinators to facilitate efforts in their geographically assigned areas. Portland has five neighborhood-based community policing centers located in the Parkside, Bayside, East Bayside, West End, and Munjoy Hill neighborhoods. Community Policing also serves properties owned and managed by the Portland Housing Authority.

The Uniformed Operations Group also contains a Traffic Unit responsible for traffic-related services and an Island Unit responsible for providing public safety services to residents of Peaks Island.

Expenditures in this division have increased \$553,870 or 5.5%, primarily due to contractual payroll increases as well as an increase in supplies. Revenues have decreased \$37,329, or 3.4% primarily due to the elimination in funding of the Substance Use Disorder Liaison previously funded by other sources of revenue.

Division Summary

Department: Police	Division: Uniformed Operations Group				Account: 10021200	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	9,495,068	9,554,399	9,924,632	9,924,632	9,924,632	9,924,632
Benefits	163,545	173,275	173,805	173,805	173,805	173,805
Administrative Services	18,436	16,841	18,738	18,738	18,738	18,738
Contractual Services	232,787	232,425	241,692	231,692	231,692	231,692
Maintenance and Repairs	83,787	82,704	91,973	69,973	69,973	69,973
Rentals	7,900	3,862	7,775	7,775	7,775	7,775
Supplies	60,600	65,400	232,158	189,438	189,438	189,438
Utilities	540	463	480	480	480	480
Total	10,062,663	10,129,369	10,691,253	10,616,533	10,616,533	10,616,533
Less Revenues	(1,102,503)	(1,121,905)	(1,015,174)	(1,065,174)	(1,065,174)	(1,065,174)
Net Division Total	8,960,160	9,007,464	9,676,079	9,551,359	9,551,359	9,551,359

Bureau of Investigative Services

The Bureau of Investigative Services is commanded by the Assistant Chief and is comprised of both a criminal investigations division and a narcotics investigations division; these divisions are responsible for the thorough investigation of criminal incidents referred from the rest of the department. The division also provides supervision of the Court Officer, the Criminal Process Services, and the Victim Advocacy program.

FY20 expenditures in this division have increased \$89,440, or 4.6%, primarily due to increases in payroll expenses. The FY20 budget includes the Police Victim Witness Advocate position restore to full-time status, which is reflective of actual staffing; this position is 94% grant funded. Revenues received also include funding from the Maine Drug Enforcement Agency (MDEA). FY20 revenues reflect an increase in salary reimbursements of \$52,666, or 24.8%.

Division Summary

Department: Police	Division: Bureau of Investigative Services				Account: 10021300	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	1,878,535	1,539,622	1,954,891	1,963,501	1,963,501	1,963,501
Benefits	29,370	29,056	29,490	29,490	29,490	29,490
Administrative Services	1,430	1,400	1,530	1,530	1,530	1,530
Contractual Services	5,500	5,000	6,700	6,700	6,700	6,700
Maintenance and Repairs	2,000	2,000	2,000	2,000	2,000	2,000
Rentals	2,200	2,459	2,504	2,504	2,504	2,504
Supplies	9,200	8,500	11,950	11,950	11,950	11,950
Total	1,928,235	1,588,037	2,009,065	2,017,675	2,017,675	2,017,675
Less Revenues	(212,217)	(266,500)	(264,883)	(264,883)	(264,883)	(264,883)
Net Division Total	1,716,018	1,321,537	1,744,182	1,752,792	1,752,792	1,752,792

Jetport Security

The Sergeant assigned to the Jetport Security division serves as a direct liaison between the Police Department and the Jetport staff and Administration.

Officers assigned to the Jetport perform duties as follows: monitor security checkpoints during arrivals and departures, actively patrol the interior of the Jetport terminal, regulate activities of taxi operators utilizing the Jetport, assist in parking enforcement at the terminal, monitor activities at the baggage claim area, perform security checks of secured areas of the complex, make patrol sweeps of the parking areas including the garage, respond to all requests for police or emergency services originating at the Jetport, and process reports accordingly.

FY20 expenditures and revenues in this division have increased \$9,326, or 1.6%, primarily due to increases in contractual payroll expenses. The cost for this division is entirely offset by revenues received by the Jetport.

Division Summary

Department: Police	Division: Jetport Security				Account: 10021800	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	549,228	550,657	558,061	558,061	558,061	558,061
Benefits	16,575	14,475	16,815	16,815	16,815	16,815
Administrative Services	3,450	2,450	3,450	3,450	3,450	3,450
Maintenance and Repairs	250	250	250	250	250	250
Rentals	395	618	648	648	648	648
Supplies	2,300	2,875	2,300	2,300	2,300	2,300
Total	572,198	571,325	581,524	581,524	581,524	581,524
Less Revenues	(572,198)	(571,325)	(581,524)	(581,524)	(581,524)	(581,524)
Net Division Total	0	0	0	0	0	0

Fire Department

The Fire Department consists of five divisions: Administration, Code Enforcement and Community Services, Field Operations, Operations Support Services and Jetport Air Rescue. The Fire Chief oversees the operation of these divisions.

The Fire Department's overall expenditure increase is \$938,743 or 5.4%. The expenditure increase is mainly attributed to contractual payroll increases. Other expenditure increases include medical supplies, including two new heart monitors, the transfer of civil service exams and physical fitness assessment costs from the Human Resources department, and building maintenance and repair station improvements. The Air Rescue Station operational costs are fully reimbursed by the Jetport Enterprise Fund.

The revenue remains flat, with a FY20 increase of \$1,507.

Department Summary

Department: Fire Department

100-22

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	15,119,814	15,889,909	16,509,913	15,945,994	15,945,994	15,945,994
Benefits	265,055	285,777	312,754	250,604	250,604	250,604
Administrative Services	209,698	209,698	210,938	187,738	187,738	187,738
Contractual Services	194,323	199,323	234,019	234,019	234,019	234,019
Maintenance and Repair	307,190	345,975	342,190	334,190	334,190	334,190
Rentals	387,259	396,592	403,900	403,900	403,900	403,900
Supplies	580,985	567,685	596,385	586,385	586,385	586,385
Minor Capital Items	0	0	66,000	56,000	56,000	56,000
Utilities	232,081	232,081	237,278	236,318	236,318	236,318
Capital Outlay	0	348,033	0	0	0	0
Total	17,296,405	18,475,073	18,913,377	18,235,148	18,235,148	18,235,148
Summary by Division						
Fire Administration (22-100)	572,319	563,819	601,817	598,617	598,617	598,617
Code Enforce & Community Svcs (22-200)	270,157	270,157	293,508	288,508	288,508	288,508
Field Operations (22-300)	14,685,959	15,376,776	16,178,263	15,517,194	15,517,194	15,517,194
Operation Support Services (22-400)	754,688	1,150,839	812,108	803,148	803,148	803,148
Air Rescue Station (22-800)	1,013,282	1,113,482	1,027,681	1,027,681	1,027,681	1,027,681
Total	17,296,405	18,475,073	18,913,377	18,235,148	18,235,148	18,235,148
Less Revenues	(4,583,430)	(4,651,580)	(4,580,254)	(4,584,937)	(4,584,937)	(4,584,937)
Net Department Total	12,712,975	13,823,493	14,333,123	13,650,211	13,650,211	13,650,211

Fire Administration

The Administration Division is responsible for the planning, organization, and day-to-day operations of all fire suppression, emergent medical care, fire prevention, disaster preparations, and terrorism responses within Portland. The policies and procedures that guide the department in carrying out its mission are established by the Fire Chief.

This division also administers the human resources activities for the department including hiring, worker compensation claims, benefits, wellness, risk management, and payroll. The division has instituted a Peer Support Team, using the Police Department model, to deliver support and services to members facing crisis; this endeavor has positively impacted leave associated with Critical Incident Stress cases.

The FY20 Fire Administration budget has increased by \$26,298, or 4.6%, largely due to salary increases. The FY20 revenues are down \$20,317, or 16.9%, attributed to revenues anticipated for the FY19 Portland Fire Department 250th Anniversary.

Division Summary

Department: Fire	Division: Fire Administration				Account: 10022100	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	468,778	468,778	516,941	516,941	516,941	516,941
Benefits	4,898	4,898	4,908	4,908	4,908	4,908
Administrative Services	21,583	21,583	27,908	24,708	24,708	24,708
Contractual Services	9,800	14,800	4,800	4,800	4,800	4,800
Rentals	2,160	2,160	2,160	2,160	2,160	2,160
Supplies	65,100	51,600	45,100	45,100	45,100	45,100
Total	572,319	563,819	601,817	598,617	598,617	598,617
Less Revenues	(120,102)	(98,652)	(95,102)	(99,785)	(99,785)	(99,785)
Net Division Total	452,217	465,167	506,715	498,832	498,832	498,832

Code Enforcement & Community Services

The division of Code Enforcement and Community Services is responsible for the review of all building permits for renovation or new construction for structures that house three or more units, and the review of all commercial buildings. Additionally, the division reviews site plans, building permits, sprinkler system permits, fire alarm system permits, as well as the installation of above ground & underground storage tanks and liquefied petroleum gas tanks.

The division administers the Fire Prevention Code, N.F.P.A. 101 Life Safety Code, the State laws of the Fire Service and the National Fire Codes, food and liquor code requirements, and fuel inspections. Codes are updated throughout the year and educational seminars are conducted. This division also provides the management oversight of company level inspections of residential and commercial properties totaling over 5,000 a year.

Code Enforcement and Community Services also comprises the public information, education and community outreach initiatives, which includes the Portland High School Program, public education materials, and public information of current events affecting the citizens of Portland.

The Code Enforcement and Community Services division's budget increase of \$18,351, or 6.8%, is mainly attributed to salary increases. Revenues increased \$11,525, or 49.3%, and is attributed to an anticipated increase in inspection sticker revenue.

Division Summary

Department: Fire	Division: Code Enforcement & Community Services				Account: 10022200	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	232,939	232,939	256,231	256,231	256,231	256,231
Benefits	2,688	2,688	2,832	2,832	2,832	2,832
Administrative Services	26,760	26,760	26,675	21,675	21,675	21,675
Contractual Services	770	770	770	770	770	770
Supplies	7,000	7,000	7,000	7,000	7,000	7,000
Total	270,157	270,157	293,508	288,508	288,508	288,508
Less Revenues	(23,396)	(23,396)	(34,921)	(34,921)	(34,921)	(34,921)
Net Division Total	246,761	246,761	258,587	253,587	253,587	253,587

Field Operations

The Field Operations division is responsible for providing emergency services including fire suppression, emergency medical care and transport, hazardous materials response, technical rescue response and any possible public emergency. The division supports fire and life safety programs through routine field safety inspections.

The Field Operations division is responsible for the development of skill sets for the entire department. Training evolutions are conducted daily to ensure proficiency in the delivery of Emergency Medicine and Firefighting services. Responsibilities include ensuring compliance with state mandated requirements, including EMS and basic and advanced firefighting, and encompass overseeing the medical licenses of over 200 personnel. Field EMS Operations provides advanced life support to the City's residents, and the working and visiting population of Portland. Services range from basic patient assessments and CPR, to sophisticated advanced life support intervention, such as advanced airway management and complex drug therapies. The unit provides in-service training for all fire department members as well.

Field Operations provides emergency services for the waterfront area, islands, and all marine craft associated with Portland Harbor and Casco Bay, including emergency medical transportation for the island residents, as well as training for the islands' volunteer call forces. The crew conducts fire prevention inspections of waterfront facilities and harbor patrols when threat conditions warrant. Additionally, this division provides fire protection for citizens of the Casco Bay Islands associated with the City of Portland, primarily Peaks Island, Cliff Island, Cushing Island, House Island, and Great and Little Diamond Islands. This division provides continuous seamanship and pilot training to assure competent boat handling for the navigation of the Portland Harbor and Casco Bay waters, as mandated by Fire Department operations.

The FY20 Field Operations division overall expenditure increase of \$831,235, or 5.7%, is primarily related to payroll increases. This budget also includes additional medical equipment and supplies, as well as the transfer of promotional and fire fitness assessment expense from Human Resources.

The revenue decrease is \$6,300, or 0.2%, is a result of the decrease in confined space revenue.

Division Summary

Department: Fire	Division: Field Operations				Account: 10022300	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	13,638,317	14,308,412	14,926,882	14,362,963	14,362,963	14,362,963
Benefits	244,579	265,301	291,122	228,972	228,972	228,972
Administrative Services	94,200	94,200	109,200	94,200	94,200	94,200
Contractual Services	162,800	162,800	203,996	203,996	203,996	203,996
Maintenance and Repairs	117,500	117,500	117,500	117,500	117,500	117,500
Rentals	3,432	3,432	3,432	3,432	3,432	3,432
Supplies	405,175	405,175	440,175	430,175	430,175	430,175
Minor Capital Items	0	0	66,000	56,000	56,000	56,000
Utilities	19,956	19,956	19,956	19,956	19,956	19,956
Total	14,685,959	15,376,776	16,178,263	15,517,194	15,517,194	15,517,194
Less Revenues	(3,334,100)	(3,323,500)	(3,327,800)	(3,327,800)	(3,327,800)	(3,327,800)
Net Division Total	11,351,859	12,053,276	12,850,463	12,189,394	12,189,394	12,189,394

Air Rescue Station

The Jetport Air Rescue Station division provides aircraft rescue and firefighting for the City's airport. Efforts are also placed on fire prevention measures and fire safety at the aircraft loading areas. The Air Rescue Station performance is measured according to Federal Aviation Administration standards for aircraft safety performance. Firefighting abilities are measured in accordance with N.F.P.A. 1003 Professional Qualification Standards.

The Air Rescue Station expenditure and revenue increase of \$14,399, or 1.4%, is mainly attributed to payroll increases offset by a FY20 reduction in training requests.

The Air Rescue service expense is fully reimbursed through inter-fund charges to the Jetport's Enterprise Fund.

Division Summary

Department: Fire	Division: Air Rescue Station				Account: 10022800	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	779,780	879,780	809,859	809,859	809,859	809,859
Benefits	12,890	12,890	13,892	13,892	13,892	13,892
Administrative Services	66,080	66,080	46,080	46,080	46,080	46,080
Contractual Services	2,953	2,953	2,953	2,953	2,953	2,953
Maintenance and Repairs	96,975	96,975	99,975	99,975	99,975	99,975
Supplies	39,210	39,410	39,210	39,210	39,210	39,210
Utilities	15,394	15,394	15,712	15,712	15,712	15,712
Total	1,013,282	1,113,482	1,027,681	1,027,681	1,027,681	1,027,681
Less Revenues	(1,013,282)	(1,113,482)	(1,027,681)	(1,027,681)	(1,027,681)	(1,027,681)
Net Division Total	0	0	0	0	0	0

Department of Planning & Development

The Department of Planning and Urban Development consists of three divisions: Administration, Planning, and Housing & Community Development. In addition to the City funded planning programs, this budget includes Community Development Block Grant (CDBG) expenditures for staff, which is federally reimbursed.

The FY20 budget restores project positions in the general fund, reinstating the accounting method for fully funded grant program positions prior to FY19. In the Department of Planning & Development, five project positions are restored: two positions in Administration and the entire Housing & Community Development division staff consisting of three positions. The FY20 revenue also increased offsetting this total expenditure increase.

The department's budget general fund expenditure increase as displayed below is \$290,560. When incorporating the FY19 project salary costs of \$290,805 for comparative purposes, \$126,601 in Administration and \$164,204 in Housing & Community Development, the FY20 over FY19 expenditure decrease is \$245.

In addition to the FY20 project salary increases, other budget changes include increases in annual wages, as well as a decrease in the contractual services expense due to the FY19 City-Code Chapter 14 zoning re-write.

Department Summary

Department: Department of Planning & Development

100-24

		FY19 FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown							
Payroll		1,328,648	1,287,560	1,737,231	1,729,807	1,729,807	1,729,807
Benefits		4,929	4,924	4,280	3,780	3,780	3,780
Administrative Services		39,525	39,550	41,400	26,025	26,025	26,025
Contractual Services		369,820	364,770	364,520	287,220	287,220	287,220
Maintenance and Repair		3,000	2,000	8,100	1,100	1,100	1,100
Rentals		15,000	15,000	15,600	15,600	15,600	15,600
Supplies		28,550	28,550	57,050	16,500	16,500	16,500
Total		1,789,472	1,742,354	2,228,181	2,080,032	2,080,032	2,080,032
Summary by Division							
Planning & Dev. Administration	(24-100)	381,094	381,094	570,519	560,269	560,269	560,269
Planning	(24-200)	1,408,378	1,361,260	1,468,493	1,330,594	1,330,594	1,330,594
Housing & Community Developme	(24-300)	0	0	189,169	189,169	189,169	189,169
Total		1,789,472	1,742,354	2,228,181	2,080,032	2,080,032	2,080,032
Less Revenues		(746,261)	(769,646)	(1,025,300)	(1,072,827)	(1,072,827)	(1,072,827)
Net Department Total		1,043,211	972,708	1,202,881	1,007,205	1,007,205	1,007,205

Planning & Development Administration

The Administration division oversees all operations of the Department of Planning and Urban Development. A sizeable portion of the salary expenditures is also included on the CDBG side of the budget, including Community Development staff.

FY20 expenditures as displayed below have increased \$179,175, or 47.0%, primarily due to increases in payroll expenditures. This increase is predominately attributed to the FY20 general fund restore of two grant positions, the accounting method practiced pre-FY19; the FY20 grant position general fund expenditures are offset by revenue.

The revenue in this division reflects salary reimbursement monies mostly from HCD funds, as well as TIF and HOME funds. The revenues have increased \$98,159, or 65.9%, due to the FY20 accounting change for grant positions; revenues also reflect a reduction in federal allocation monies.

Division Summary

Department: Department of Planning & Development **Division:** Planning & Development Administration **Account:** 10024100

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	370,834	370,834	557,869	551,119	551,119	551,119
Benefits	2,735	2,735	1,600	1,100	1,100	1,100
Administrative Services	6,775	6,775	7,200	4,200	4,200	4,200
Contractual Services	250	250	250	250	250	250
Maintenance and Repairs	0	0	100	100	100	100
Supplies	500	500	3,500	3,500	3,500	3,500
Total	381,094	381,094	570,519	560,269	560,269	560,269
Less Revenues	(148,908)	(158,048)	(247,067)	(247,067)	(247,067)	(247,067)
Net Division Total	232,186	223,046	323,452	313,202	313,202	313,202

Planning

The Planning division provides comprehensive and long range planning for the City. This division conducts development review for site plan, subdivision, historic preservation, DEP site location permits, and rezoning requests. Division services include the development and updating of the City's Comprehensive Plan (<http://www.portlandsplan.me>), neighborhood planning, implementation of plans, the City's public art program, multimodal transportation planning, historic preservation planning, and the management of other urban design initiatives.

FY20 Planning expenditures have decreased by \$77,784, or 5.5%. The division's expenditure reduction is primarily due to the FY19 funding for the zoning code rewrite (City Code Chapter 14). Planning revenues have increased by \$39,238, or 6.6%, and the division's FY20 net reduction is \$117,022, or 14.4%.

Division Summary

Department: Department of Planning & Development Division: Planning Account: 10024200

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	957,814	916,726	990,193	989,519	989,519	989,519
Benefits	2,194	2,189	2,680	2,680	2,680	2,680
Administrative Services	32,750	32,775	34,200	21,825	21,825	21,825
Contractual Services	369,570	364,520	364,270	286,970	286,970	286,970
Maintenance and Repairs	3,000	2,000	8,000	1,000	1,000	1,000
Rentals	15,000	15,000	15,600	15,600	15,600	15,600
Supplies	28,050	28,050	53,550	13,000	13,000	13,000
Total	1,408,378	1,361,260	1,468,493	1,330,594	1,330,594	1,330,594
Less Revenues	(597,353)	(611,598)	(589,064)	(636,591)	(636,591)	(636,591)
Net Division Total	811,025	749,662	879,429	694,003	694,003	694,003

Housing & Community Development

Housing and Community Development is responsible for administering federal CDBG, HOME and ESG grants for the City. The division administers City-assisted housing rehabilitation loan and grant programs, as well as housing-related planning activities.

This portion of the Housing and Community Development budget is entirely funded by the Community Development Block Grant (CDBG), Home Grant, and Housing Development Fund (program income from the CDBG loan paybacks); any increase or decrease in the budget has no impact on the tax levy.

The FY20 division's increase of the expenditures and revenues reflects the FY20 accounting method change of grant funded positions back to the pre-FY19 accounting method in which both expenditures and revenues are funneled through the general fund.

Division Summary

Department: Department of Planning & Development **Division:** Housing & Community Development **Account:** 10024300

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	0	0	189,169	189,169	189,169	189,169
Total	0	0	189,169	189,169	189,169	189,169
Less Revenues	0	0	(189,169)	(189,169)	(189,169)	(189,169)
Net Division Total	0	0	0	0	0	0

Permitting & Inspections

The Permitting and Inspections Department consists of four divisions: Administration, Inspections, Housing Safety, and Business Licensing. The department is responsible for issuing building permits; enforcing the City's building, plumbing, electrical, housing, and land use codes; issuing business licenses and Certificates of Occupancy; and maintaining the rental housing registration program.

The department's expenditures have increased \$88,847 or 5.0%. This increase incorporates personnel staffing changes, including a department net increase of a +0.5 FTE, and monies for microfiche conversion.

The department's FY20 estimated revenue has increased by \$400,698, or 8.9%, largely due to an increase in anticipated building permit revenue and Housing Safety division activity.

Department Summary

Department: Permitting & Inspections

100-25

		FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown							
Payroll		1,565,205	1,640,563	1,770,414	1,637,932	1,637,932	1,637,932
Benefits		17,456	17,535	18,654	18,654	18,654	18,654
Administrative Services		34,640	32,211	37,715	37,715	37,715	37,715
Contractual Services		106,235	104,855	125,465	125,465	125,465	125,465
Rentals		4,135	4,264	4,368	4,368	4,368	4,368
Supplies		32,041	32,370	24,425	24,425	24,425	24,425
Total		1,759,712	1,831,798	1,981,041	1,848,559	1,848,559	1,848,559
Summary by Division							
Permitting & Insp. Administration	(25-100)	181,334	183,244	192,976	130,487	130,487	130,487
Inspections	(25-200)	980,841	1,062,220	1,112,946	1,076,567	1,076,567	1,076,567
Housing Safety	(25-300)	346,993	343,346	427,428	407,613	407,613	407,613
Business Licensing	(25-400)	250,544	242,988	247,691	233,892	233,892	233,892
Total		1,759,712	1,831,798	1,981,041	1,848,559	1,848,559	1,848,559
Less Revenues		(4,500,366)	(5,049,955)	(5,030,704)	(4,901,064)	(4,901,064)	(4,901,064)
Net Department Total		(2,740,654)	(3,218,157)	(3,049,663)	(3,052,505)	(3,052,505)	(3,052,505)

Permitting & Inspections Administration

The Administration Division is responsible for overseeing all aspects of the Permitting and Inspections Department. This division consists of the Director of Permitting & Inspections and the Principal Administrative Officer, as well as the necessary tools to support the oversight of the department's operations.

The FY20 division's expenditure budget decrease of \$50,847, or 28.0%, is primarily due to the Director of Permitting & Inspections vacancy and the anticipated FY20 mid-year hire.

Division Summary

Department: Permitting & Inspections Division: Permitting & Inspections Administration Account: 10025100

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	174,594	176,504	188,586	126,097	126,097	126,097
Benefits	600	600	600	600	600	600
Administrative Services	2,700	2,700	1,650	1,650	1,650	1,650
Contractual Services	740	740	740	740	740	740
Supplies	2,700	2,700	1,400	1,400	1,400	1,400
Total	181,334	183,244	192,976	130,487	130,487	130,487

Inspections

The Inspections division issues permits for the construction of all types, and acts as the enforcement agency for building, housing, plumbing, electrical, mechanical, zoning, and land use rules and regulations.

The FY20 division's expenditure budget has increased \$95,726, or 9.8%, primarily due to the department's staffing reorganization and the department's reallocation of wages. The FY20 budget also includes increased funds for microfiche conversion. In addition, this division's budget reflects an increase of \$320,250 in revenue, which is attributed to the anticipated increase in building permit revenue. The division's overall net reduction is \$224,524 or 13.3%.

Division Summary

Department: Permitting & Inspections

Division: Inspections

Account: 10025200

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	897,321	967,769	1,003,401	967,022	967,022	967,022
Benefits	9,610	9,610	9,850	9,850	9,850	9,850
Administrative Services	24,730	23,541	27,095	27,095	27,095	27,095
Contractual Services	32,500	43,200	58,300	58,300	58,300	58,300
Rentals	1,680	1,800	1,800	1,800	1,800	1,800
Supplies	15,000	16,300	12,500	12,500	12,500	12,500
Total	980,841	1,062,220	1,112,946	1,076,567	1,076,567	1,076,567
Less Revenues	(2,670,000)	(3,169,500)	(3,178,500)	(2,990,250)	(2,990,250)	(2,990,250)
Net Division Total	(1,689,159)	(2,107,280)	(2,065,554)	(1,913,683)	(1,913,683)	(1,913,683)

Housing Safety

The Housing Safety division administers the rental housing registration and inspection program for residential rental properties in the City of Portland, and is responsible for enforcing housing and life safety codes.

The FY19 Short Term Rental Registration program contributed approximately \$176,000 to the Housing Trust Fund; the Short Term Rental program was implemented in FY18.

This division's FY20 expenditure budget has increased \$60,620, or 17.5%. This increase is predominantly due to the reallocation of wages across divisions and annual salary increases. This division's revenue budget projection increased \$83,467, or 15.4%, and reflects income related to the Long and Short Term Rental program.

Division Summary

Department: Permitting & Inspections

Division: Housing Safety

Account: 10025300

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	296,402	298,402	370,749	350,934	350,934	350,934
Benefits	4,321	4,400	5,280	5,280	5,280	5,280
Administrative Services	6,140	5,000	7,640	7,640	7,640	7,640
Contractual Services	37,595	32,995	38,505	38,505	38,505	38,505
Rentals	385	400	504	504	504	504
Supplies	2,150	2,149	4,750	4,750	4,750	4,750
Total	346,993	343,346	427,428	407,613	407,613	407,613
Less Revenues	(540,915)	(620,600)	(592,022)	(624,382)	(624,382)	(624,382)
Net Division Total	(193,922)	(277,254)	(164,594)	(216,769)	(216,769)	(216,769)

Business Licensing

The Business Licensing division processes over 4,200 licenses annually as required by the City Code, including the oversight of the City's taxi licensing. The Health Inspection program is also included within this division, which encompasses food service establishment inspections, and Certified Food Protection Manager (CFPM) exam administration and enforcement, as well as Fats, Oils, and Grease (FOG) maintenance inspections.

The FY20 division's expenditure budget has decreased \$16,652, or 6.6%, due to the elimination of background check requirements and other minor decreases in supplies and wages. The division's revenue budget has decreased \$3,019 or 0.2%, predominantly due to the FY20 anticipated reduction in the FOG Sewer reimbursement.

Division Summary

Department: Permitting & Inspections	Division: Business Licensing				Account: 10025400	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	196,888	197,888	207,678	193,879	193,879	193,879
Benefits	2,925	2,925	2,924	2,924	2,924	2,924
Administrative Services	1,070	970	1,330	1,330	1,330	1,330
Contractual Services	35,400	27,920	27,920	27,920	27,920	27,920
Rentals	2,070	2,064	2,064	2,064	2,064	2,064
Supplies	12,191	11,221	5,775	5,775	5,775	5,775
Total	250,544	242,988	247,691	233,892	233,892	233,892
Less Revenues	(1,289,451)	(1,259,855)	(1,260,182)	(1,286,432)	(1,286,432)	(1,286,432)
Net Division Total	(1,038,907)	(1,016,867)	(1,012,491)	(1,052,540)	(1,052,540)	(1,052,540)

Information Technologies

The Information Technology Department (IT) is divided into four areas of expertise: Applications, Technical and Customers Services, Operations, and Geographic Information Systems (GIS).

- The Applications support team develops software for specialized needs, and supports the software purchased by the City. The City purchased new public sector integrated software and technology service: Tyler Energov Community Development and Infrastructure Software went live in late FY18 and the first financial applications were implemented during FY19.

- The Technical and Customer Services team is responsible for the internal and external customer service for the City of Portland. The Technical Services team manages data and voice networks, including the Help Desk, which supports the City's workforce of more than 1,300 technology users. The new phone system project for Police and Fire was completed in FY19. The Customer Services team manages customer support using a social media application called FixIt! Portland; approximately 5,000 customer service requests from Portland residents and visitors are processed annually.

- The Operations team monitors and maintains the AS400 systems for both Public Administration and Public Safety, installing quarterly and semi-annual updates for all AS400 applications. Additionally, this team supervises the backups for all City owned computer servers and administers the department's financial functions.

- The Geographic Information Systems (GIS) section maintains and updates the computerized mapping systems used by Public Administration, Public Safety and the City's internal departments. GIS maintains all of the geospatial web and mobile applications, including the geographic database where more than 200 geographic layers exist. IT is also responsible for maintaining the technology infrastructure that supports a combined Public Safety Answering Points (PSAP) for Portland, South Portland and Cape Elizabeth.

The department's expenditure budget has increased by \$144,560, or 4.1%. The major increase is a result of the continued migration to new integrated software and upgrades of other critical systems. Other budget changes include annual payroll increases, the department reduction of 1.3 FTEs, including the elimination of the FY19 Director of Information Technology turnover transition monies and the transfer of the Call Center Specialist to the Executive department, and FY19 one-time capital purchases. The Revenues received represent the reimbursement of costs and services provided to the Enterprise Funds and the Portland Regional Communications Center (PSAP).

Department Summary

Department: Information Technologies

Account: 100-29

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	1,155,423	1,160,238	1,148,860	1,148,860	1,148,860	1,148,860
Benefits	5,652	6,026	6,180	6,180	6,180	6,180
Administrative Services	14,450	9,510	14,450	14,450	14,450	14,450
Contractual Services	446,593	479,505	498,583	498,583	498,583	498,583
Maintenance and Repair	704,799	707,880	783,989	800,989	800,989	800,989
Rentals	12,000	13,142	12,000	12,000	12,000	12,000
Supplies	84,600	84,600	81,100	81,100	81,100	81,100
Utilities	343,405	356,514	352,320	352,320	352,320	352,320
Capital Outlay	33,000	0	0	0	0	0
Total	2,799,922	2,817,415	2,897,482	2,914,482	2,914,482	2,914,482
Less Revenues	(422,254)	(420,187)	(422,130)	(433,387)	(433,387)	(433,387)
Net Department Total	2,377,668	2,397,228	2,475,352	2,481,095	2,481,095	2,481,095

Public Works

The Director of Public Works oversees the operations of ten (10) divisions within the General Fund, as well as the Street Opening, Sewer and Stormwater funds. The Director along with the Deputy Director of Public Works, Division Managers and administrative support staff, provide day to day supervision for these functions. The department is responsible for basic municipal services, public infrastructure management, citywide fleet management, the development and implementation of capital improvement plans, and the wastewater - stormwater utilities. Department staff supports several city committees including the Sustainability and Transportation Committee.

The Public Works General Fund expenditure budget increased by \$664,791 or 4.8%. Payroll accounts for the biggest increase in this budget at \$494,329, which includes a department increase of a +0.5 FTE. The FY20 budget also includes an increase in ecomaine tipping fees, capital outlay software needs and vehicle repair, partially offset by the projected decrease in vehicle fuel costs.

The FY20 General Fund revenue estimate increased \$66,687 or 1.3%.

Department Summary

Department: Public Works

Account: 100-31

		FY19 FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown							
Payroll		8,024,188	8,034,610	8,591,125	8,517,517	8,517,517	8,517,517
Benefits		111,938	134,806	112,992	112,992	112,992	112,992
Administrative Services		67,709	61,245	99,267	94,267	94,267	94,267
Contractual Services		1,582,793	1,840,360	1,873,557	1,802,057	1,802,057	1,802,057
Maintenance and Repair		1,372,391	1,374,275	1,462,768	1,451,668	1,451,668	1,451,668
Rentals		411,956	481,576	431,146	431,146	431,146	431,146
Supplies		1,944,746	1,795,829	1,689,554	1,647,804	1,647,804	1,647,804
Minor Capital Items		5,000	5,000	31,000	22,500	22,500	22,500
Utilities		420,690	428,740	429,251	429,251	429,251	429,251
Capital Outlay		30,000	79,182	242,000	127,000	127,000	127,000
Total		13,971,411	14,235,623	14,962,660	14,636,202	14,636,202	14,636,202
Summary by Division							
Public Works Administration	(31-100)	728,174	728,221	759,317	725,708	725,708	725,708
Districting	(31-202)	1,660,057	1,697,476	1,783,324	1,741,974	1,741,974	1,741,974
Solid Waste	(31-203)	1,769,118	2,126,538	2,141,502	2,141,502	2,141,502	2,141,502
Communications	(31-204)	128,226	132,840	197,443	197,443	197,443	197,443
Portland Downtown District	(31-205)	363,628	356,507	404,862	404,862	404,862	404,862
Winter Operations	(31-206)	1,329,559	1,335,714	1,329,439	1,329,439	1,329,439	1,329,439
Island Services	(31-207)	647,042	647,350	687,836	687,836	687,836	687,836
Transportation Operations	(31-302)	2,310,357	2,329,351	2,359,681	2,333,681	2,333,681	2,333,681
Engineering	(31-303)	1,216,314	1,210,844	1,275,603	1,266,603	1,266,603	1,266,603
Fleet Services	(31-400)	3,818,936	3,670,782	4,023,654	3,807,154	3,807,154	3,807,154
Total		13,971,411	14,235,623	14,962,661	14,636,202	14,636,202	14,636,202
Less Revenues		(5,061,526)	(4,609,032)	(4,782,797)	(5,128,213)	(5,128,213)	(5,128,213)
Net Department Total		8,909,885	9,626,591	10,179,863	9,507,989	9,507,989	9,507,989

Public Works Administration

The Administration division provides strategic planning and management for the department. Accounting, payroll, human resource functions, general office support, issuance of street opening permits and street-sidewalk occupancy permits, and customer service are all integral components of this division. In addition, the department's Safety and Training program is managed through this division.

The FY20 Public Works Administration expenditure budget decreased by \$2,466, or 0.3%, primarily due to the FY20 funding allocation share of the Safety Training Officer position with Parks, Recreation & Facilities at the new Canco Road location. Administration revenues increased \$49,572, or 22.1%, largely due to the increased Enterprise Fund reimbursement including Canco Road Rent and salary reimbursement income.

Division Summary

Department: Public Works	Division: Public Works Administration				Account: 10031100	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	659,482	658,891	694,112	660,503	660,503	660,503
Benefits	2,756	2,600	2,772	2,772	2,772	2,772
Administrative Services	14,700	13,800	15,460	15,460	15,460	15,460
Contractual Services	7,590	6,700	6,800	6,800	6,800	6,800
Maintenance and Repairs	24,416	27,000	25,893	25,893	25,893	25,893
Rentals	3,000	3,000	3,000	3,000	3,000	3,000
Supplies	16,230	16,230	11,280	11,280	11,280	11,280
Total	728,174	728,221	759,317	725,708	725,708	725,708
Less Revenues	(224,623)	(224,623)	(234,091)	(274,195)	(274,195)	(274,195)
Net Division Total	503,551	503,598	525,226	451,513	451,513	451,513

Districting

The Districting division (Streets & Sidewalks) is a national award winning multi-tasking Public Works maintenance program comprised of five working crews. The division is responsible for maintaining each of the five Districts within the City. Each crew consists of a supervisor and a group of highly trained maintenance workers capable of performing all aspects of work as it relates to municipal street, sidewalk, and grounds maintenance, including winter sidewalk snow removal operations.

Districting continues to perform the maintenance and reconstruction of brick, concrete and asphalt sidewalks, installation and repair of granite and bituminous curbing, street repair and reconstruction, and maintenance and repair of driveway aprons. Crew duties also include culvert replacement, grading and maintaining gravel roads, roadside mowing, and maintaining the general cleanliness of the City. This division participates in winter operations including plowing, sand and salt operations, snow removal, and repairing of all damage to streets, sidewalks and lawns due to winter damage. Furthermore, the division is responsible for several municipal programs, including sidewalk sweeping, spring cleanup, and weed control.

The Districting budget expenditures increased \$81,917 or 4.9%. This increase is primarily due to an increase in personnel costs. The division's School revenue chargebacks decreased \$1,300.

Division Summary

Department: Public Works	Division: Districting				Account: 10031202	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	1,460,488	1,421,188	1,555,121	1,535,121	1,535,121	1,535,121
Benefits	23,170	48,485	20,030	20,030	20,030	20,030
Administrative Services	860	1,030	4,880	4,880	4,880	4,880
Contractual Services	4,100	56,100	5,500	5,500	5,500	5,500
Maintenance and Repairs	2,500	2,000	13,100	2,000	2,000	2,000
Rentals	15,500	15,500	14,500	14,500	14,500	14,500
Supplies	153,039	152,573	154,193	152,443	152,443	152,443
Minor Capital Items	0	0	16,000	7,500	7,500	7,500
Utilities	400	600	0	0	0	0
Total	1,660,057	1,697,476	1,783,324	1,741,974	1,741,974	1,741,974
Less Revenues	(3,600)	(6,700)	(2,300)	(2,300)	(2,300)	(2,300)
Net Division Total	1,656,457	1,690,776	1,781,024	1,739,674	1,739,674	1,739,674

Solid Waste

The Solid Waste division provides weekly curbside collection of recyclables and a pay-as-you-throw trash collection system. The recycling program allows residents to commingle all of their recyclable materials in a single bin. This has allowed the department to utilize compactor trucks for recycling collection, significantly reducing the recycling fleet. The division also services 150+ trash receptacles within the Portland Downtown District, and the City's parks and open spaces, as well as over 60 solar smart trash compactor units.

City property owners may dispose up to ten qualified bulky items annually at no charge using their electronic pass (E-Card). Items such as furniture, gas grills, bicycles, yard equipment (mowers), yard waste, and up to ten gallons of household hazardous waste can be brought to the Riverside Recycling Facility. Multifamily property owners receive one card.

The Bulky Item Pick-up program was implemented in May of 2012. Residents can apply online and request stickers to attach to their approved items for disposal. Qualified small items, items less than 30 pounds that will not fit in a City trash bag and can be lifted by one person, are free of charge to residents. Ten qualified small items are allowed each year, and are picked up by city packer trucks on the same day as residential trash pick-up. A collection fee is charged to residents for qualified items over 30 pounds.

FY20 Solid Waste expenditures increased \$372,384, or 21.0%. This increase is primarily due to the new ecomaine recycling tipping fee, wages and temporary services, and an expected capital outlay for route analysis software.

Revenues in this division increased \$94,988, or 4.6%, primarily due to the School's reimbursement of the ecomaine recycling tipping fee. The majority of this division's revenue is generated from trash bag receipts.

Division Summary

Department: Public Works	Division: Solid Waste				Account: 10031203	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	928,538	990,000	997,567	997,567	997,567	997,567
Benefits	13,145	10,250	14,020	14,020	14,020	14,020
Administrative Services	2,490	3,365	5,495	5,495	5,495	5,495
Contractual Services	793,815	998,500	1,052,180	1,052,180	1,052,180	1,052,180
Maintenance and Repairs	1,500	1,500	1,500	1,500	1,500	1,500
Rentals	1,760	34,000	1,760	1,760	1,760	1,760
Supplies	24,750	32,621	15,800	15,800	15,800	15,800
Utilities	3,120	3,120	3,180	3,180	3,180	3,180
Capital Outlay	0	53,182	50,000	50,000	50,000	50,000
Total	1,769,118	2,126,538	2,141,502	2,141,502	2,141,502	2,141,502
Less Revenues	(2,071,333)	(1,867,199)	(1,946,009)	(2,166,321)	(2,166,321)	(2,166,321)
Net Division Total	(302,215)	259,339	195,493	(24,819)	(24,819)	(24,819)

Communications

The Communications section encompasses a wide variety of services, including serving as the primary point of contact for customers calling in with requests, work order database management, and daily dispatch functions. This section is involved with developing and overseeing departmental projects such as equipment logbook distribution, and communications with other departments and outside agencies. A large focus is supporting customer service throughout the department.

The Dispatch Center is staffed six days a week during the spring, summer and fall seasons for the daylight hours, and operates 24 hours a day / 7 days a week during the winter. The center participates in the "Radio Watch" program by notifying appropriate response personnel (Police, Fire and EMS) of emergency situations occurring on the streets of Portland as reported by any Public Works employees. Dispatchers track work order requests for follow up and evaluation purposes. The Dispatch Center supports the operations of the department during emergency response events.

In FY20, the Communications division's gross expenses are consolidated within the general fund, with a revenue offset from the Sewer Fund. Expenditures have increased \$69,217, largely due to the Senior Operations Dispatcher position transfer from the Sewer Fund; likewise revenues have also increased, by \$66,343.

Division Summary

Department: Public Works	Division: Communications				Account: 10031204	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	108,569	108,569	179,482	179,482	179,482	179,482
Benefits	1,957	3,835	1,325	1,325	1,325	1,325
Administrative Services	1,614	1,500	1,250	1,250	1,250	1,250
Contractual Services	5,150	6,250	2,950	2,950	2,950	2,950
Maintenance and Repairs	800	1,500	500	500	500	500
Rentals	6,136	6,136	8,036	8,036	8,036	8,036
Supplies	4,000	5,050	3,900	3,900	3,900	3,900
Total	128,226	132,840	197,443	197,443	197,443	197,443
Less Revenues	(5,388)	(5,388)	(71,731)	(71,731)	(71,731)	(71,731)
Net Division Total	122,838	127,452	125,712	125,712	125,712	125,712

Portland Downtown District

The Portland Downtown District (PDD) is responsible for providing maintenance, cleaning services, and sidewalk snow removal to the downtown district. Expenses for this division are offset by revenue from the PDD Corporation for the services provided.

Division Summary

Department: Public Works	Division: Portland Downtown District				Account: 10031205	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	319,803	312,636	353,907	353,907	353,907	353,907
Benefits	3,635	2,636	3,875	3,875	3,875	3,875
Contractual Services	9,500	10,000	9,500	9,500	9,500	9,500
Maintenance and Repairs	500	425	500	500	500	500
Rentals	300	400	360	360	360	360
Supplies	24,980	24,250	30,560	30,560	30,560	30,560
Utilities	4,910	6,160	6,160	6,160	6,160	6,160
Total	363,628	356,507	404,862	404,862	404,862	404,862
Less Revenues	(363,628)	(379,992)	(404,862)	(404,862)	(404,862)	(404,862)
Net Division Total	0	(23,485)	0	0	0	0

Transportation Operations

The Transportation budget within the Engineering division supports civil engineering and field operations personnel, materials, equipment, programs, systems maintenance, and utility costs. Approximately \$400,000 in annual electric utility costs for street lighting and traffic & pedestrian signals are borne by this budget, with a small revenue offset for lighting associated with the School Department. The City's annual pavement marking program is also included in this budget, as well as all equipment, material, and labor associated with regulatory and advisory Traffic & Parking signage throughout the City. Along with the Engineering division, the Transportation team provides support to the Planning Department as well, supporting an increased volume of Locally Administered Projects funded by the Federal Highway Program thru PACTS and Maine DOT.

The Transportation expenditure budget increased \$23,324, or 1.0%. The largest increases are in personnel costs and in minor capital for new advisory signs; offsetting decreases include reductions in contractual services and computer maintenance & repair expense.

Revenues in this division have increased \$66,026, or 7.2%. The revenue increase is predominately due to the FY20 increase of the street occupancy fee.

Division Summary

Department: Public Works	Division: Transportation Operations				Account: 10031302	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	1,086,808	1,091,096	1,147,311	1,135,311	1,135,311	1,135,311
Benefits	14,790	12,680	15,110	15,110	15,110	15,110
Administrative Services	17,250	16,550	33,415	29,415	29,415	29,415
Contractual Services	567,600	566,450	533,030	523,030	523,030	523,030
Maintenance and Repairs	80,275	78,200	64,675	64,675	64,675	64,675
Rentals	200	500	0	0	0	0
Supplies	149,256	162,555	147,296	147,296	147,296	147,296
Minor Capital Items	0	0	15,000	15,000	15,000	15,000
Utilities	394,178	401,320	403,844	403,844	403,844	403,844
Total	2,310,357	2,329,351	2,359,681	2,333,681	2,333,681	2,333,681
Less Revenues	(918,038)	(843,060)	(899,064)	(984,064)	(984,064)	(984,064)
Net Division Total	1,392,319	1,486,291	1,460,617	1,349,617	1,349,617	1,349,617

Engineering

The Engineering division is comprised of a team of professional and technical staff with Civil Engineering, GIS, and Construction Engineering expertise. The Engineering team supports the Water Resources division and numerous City Departments with several vital resources, including City Archives, survey, research, street numbering, GIS data, Right-Of-Way permitting, and construction activity inspection and enforcement. A key role of this division includes supporting the Planning Division with all land development proposal review and activities.

The FY20 expenditures have increased \$50,289, or 4.1%. The FY20 changes include salary increases, partially offset by a supply decrease related to the FY19 Canco Road office relocation setup. Revenues have decreased \$117,719, or 11.7%, largely due to the projected salary reimbursement reductions from the Street Openings and Sewer funds.

Division Summary

Department: Public Works	Division: Engineering				Account: 10031303	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	1,106,124	1,108,474	1,201,828	1,193,828	1,193,828	1,193,828
Benefits	3,340	3,160	3,980	3,980	3,980	3,980
Administrative Services	17,695	11,900	21,845	20,845	20,845	20,845
Contractual Services	36,625	35,850	28,148	28,148	28,148	28,148
Maintenance and Repairs	2,900	1,750	2,900	2,900	2,900	2,900
Rentals	1,560	1,560	1,560	1,560	1,560	1,560
Supplies	46,150	46,150	13,350	13,350	13,350	13,350
Utilities	1,920	2,000	1,992	1,992	1,992	1,992
Total	1,216,314	1,210,844	1,275,603	1,266,603	1,266,603	1,266,603
Less Revenues	(1,005,334)	(827,020)	(887,595)	(887,595)	(887,595)	(887,595)
Net Division Total	210,980	383,824	388,008	379,008	379,008	379,008

Fleet Services

The Fleet Services division purchases, repairs and rebuilds City-owned vehicles, and runs a preventative maintenance schedule to assure optimum equipment availability. The division serves Police, Fire, EMS, City Administration, Public Works, Parks Recreation and Facilities, and assists other users including the Fire Boat. The total number of vehicles and equipment in the fleet exceeds 800. Fleet Services provides for the cost of all parts, outside repairs, and fuel for all City equipment, supports the Fleet User Committee, and maintains the vehicle replacement program citywide.

Fleet Services is also responsible for housing the winter equipment. The Weld & Fabrication Shop services the Jetport, Engineering, and other City departments with two certified fabricators.

In July of FY20, the fleet operation will begin the relocation of their facility to Canco Road.

The FY20 budget calls for an expenditure decrease of \$11,782, or 0.3%. The most notable budget changes include the projected decrease in vehicle fuel costs, and projected increases in vehicle maintenance and repair, salaries, and capital outlay, including the FY20 purchase of new fleet management software. The revenue budget has decreased \$134,437, or 37.4%; this reduction reflects city re-fueling and fleet maintenance service changes previously provided to the School Department, as well as outside entities.

Division Summary

Department: Public Works	Division: Fleet Services				Account: 10031400	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	1,448,156	1,454,032	1,519,543	1,519,543	1,519,543	1,519,543
Benefits	42,640	47,200	46,360	46,360	46,360	46,360
Administrative Services	7,950	8,050	10,972	10,972	10,972	10,972
Contractual Services	7,010	4,010	67,444	5,944	5,944	5,944
Maintenance and Repairs	1,244,000	1,247,200	1,340,200	1,340,200	1,340,200	1,340,200
Rentals	6,360	20,480	1,980	1,980	1,980	1,980
Supplies	1,024,500	856,350	844,000	804,000	804,000	804,000
Minor Capital Items	5,000	5,000	0	0	0	0
Utilities	3,320	2,460	1,155	1,155	1,155	1,155
Capital Outlay	30,000	26,000	192,000	77,000	77,000	77,000
Total	3,818,936	3,670,782	4,023,654	3,807,154	3,807,154	3,807,154
Less Revenues	(359,882)	(342,000)	(225,445)	(225,445)	(225,445)	(225,445)
Net Division Total	3,459,054	3,328,782	3,798,209	3,581,709	3,581,709	3,581,709

Parks, Recreation & Facilities

The FY20 Parks, Recreation and Facilities Department consists of three major sections, Parks, Recreation, and Public Assemblies. The Parks section oversees parks, playgrounds, courts, fountains, forestry and horticulture, athletic fields, and cemeteries. Recreation manages four community centers, senior adult programming, pools, therapeutic recreation, Riverside Golf Course and Restaurant, and Troubh Ice Arena. The Public Assemblies section continues to be responsible for the scheduling and management of Merrill Auditorium, Hadlock Stadium, Portland Exposition Building, Ocean Gateway, and the Maine State Pier. In addition, the Public Assemblies division also manages the City's concessions and custodial services.

The FY20 department's expenditures have increased \$323,136, or 2.9%, predominately due to increased personnel costs. Other minor department changes includes an increase in Cemetery building maintenance & ground repairs, the new equipment lease of ADA golf carts, and a decrease in FY20 department capital outlay requests. Revenues have increased \$484,600, or 6.6%, primarily due to estimated increases in Merrill box office rental and Recreation program and division income.

Department Summary

Department: Parks, Recreation & Facilities

100-33

		FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll		8,256,740	7,994,431	8,720,093	8,511,147	8,550,438
Benefits		89,858	117,830	92,489	91,529	91,529
Administrative Services		66,945	69,717	73,905	67,105	67,105
Contractual Services		678,676	681,024	724,022	644,102	664,102
Maintenance and Repair		137,775	202,577	163,065	163,065	163,065
Rentals		240,589	239,540	290,199	273,999	273,999
Supplies		1,176,653	1,211,169	1,220,538	1,200,238	1,200,238
Minor Capital Items		21,500	36,500	56,820	40,120	40,120
Utilities		451,896	444,789	456,597	456,597	456,597
Capital Outlay		73,425	73,405	42,500	10,000	10,000
Total		11,194,057	11,070,982	11,840,228	11,457,902	11,517,193
Summary by Division						
Parks, Rec & Fac Administration	(33-100)	601,090	575,099	686,212	639,408	639,408
Parks	(33-202)	1,001,603	964,532	1,206,472	1,109,821	1,129,821
Forestry	(33-203)	686,850	710,265	730,347	710,847	710,847
Athletic Facilities	(33-204)	805,268	863,168	845,352	772,376	811,667
Cemeteries	(33-205)	874,369	799,325	848,045	827,545	827,545
Recreation	(33-302)	1,831,867	1,846,462	1,937,359	1,901,439	1,901,439
Aquatics	(33-303)	643,899	641,394	673,277	639,302	639,302
Riverside Golf Course	(33-304)	1,050,926	1,063,029	1,100,519	1,100,519	1,100,519
Golf Course Restaurant	(33-305)	533,611	520,051	540,787	540,787	540,787
Ice Arena	(33-306)	571,810	580,238	595,229	595,229	595,229
Public Assembly Facility	(33-401)	1,056,708	1,002,453	1,068,836	1,061,236	1,061,236
Concessions	(33-402)	403,498	405,738	418,426	418,426	418,426
Custodial Services	(33-404)	956,460	927,934	1,006,779	958,378	958,378
Merrill Auditorium	(33-405)	176,098	171,294	182,587	182,589	182,589
Total		11,194,057	11,070,982	11,840,227	11,457,902	11,517,193
Less Revenues		(7,333,134)	(7,275,347)	(7,389,145)	(7,817,734)	(7,817,734)
Net Department Total		3,860,923	3,795,635	4,451,083	3,640,168	3,699,459

Parks, Recreation & Facilities Administration

The Parks, Recreation and Facilities Administrative division serves a large and extremely diverse department. The Administration division oversees the numerous activities and challenges that transpire within the department. Functions include providing general administrative support, involving much of the centralized accounting and payroll duties.

The FY20 budget increase is \$38,318, or 6.4%, primarily due to increased personnel costs. Staffing changes include a net reduction of 0.3 FTEs: formerly a full-time position in Public Works, the Safety / Training Officer becomes a shared position with Parks, Recreation and Facilities at the new Canco Road location and the Marketing & Communications Coordinator position transfers to the Economic Development department.

Division Summary

Department: Parks, Recreation & Facilities **Division:** Parks, Recreation & Facilities Administration **Account:** 10033100

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	570,335	544,024	654,641	608,437	608,437	608,437
Benefits	1,560	1,560	2,160	1,560	1,560	1,560
Administrative Services	12,145	12,134	12,145	12,145	12,145	12,145
Contractual Services	11,310	11,509	11,526	11,526	11,526	11,526
Rentals	2,040	2,040	2,040	2,040	2,040	2,040
Supplies	3,700	3,832	3,700	3,700	3,700	3,700
Total	601,090	575,099	686,212	639,408	639,408	639,408

Parks

The Parks division manages a park system that includes over sixty parks, seven-and-a-half miles of multi-use trails, ten community gardens, two stadiums, sixteen cemeteries, and dozens of athletic fields and courts all spread across 721 acres of land. The Parks division also stewards an urban forest of 20,000 inventoried trees, and maintains flowerbeds, meadows, and natural open spaces throughout the city. Our Parks Rangers strive to make our parks safe for all, and our hard working maintenance crews keep our parks beautiful in the summer and plow our city sidewalks and trails in the winter.

The Parks Division aims to provide outdoor recreational opportunities for everyone during all four seasons of the year from the Portland Skatepark, to four splash pads and wading pools, two dog parks, four maintained ice skating ponds, a sledding hill, and miles of groomed cross-county ski tracks.

The City has started a new series called "A Walk in the Park". For more details, please visit the following weblink: <http://me-portland3.civicplus.com/1990/14550/Park-Tours-and-Talks>.

The Parks division expenditures increased \$128,218, or 12.8%. The FY20 budget includes the transfer of the Parks Ranger Program from Cemeteries. Other budget changes includes increases in annual salaries and in community gardening funding, and decreases in capital outlay and minor capital related to FY19 one-time purchases. Revenues increased \$23,765 or 35.5%, and incorporates select user fee rate increases.

Division Summary

Department: Parks, Recreation & Facilities	Division: Parks				Account: 10033202	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	738,243	690,877	918,239	865,488	865,488	865,488
Benefits	11,750	26,235	15,870	15,870	15,870	15,870
Administrative Services	2,800	3,150	3,600	1,800	1,800	1,800
Contractual Services	53,000	51,631	67,700	46,700	66,700	66,700
Rentals	24,000	24,000	29,280	29,280	29,280	29,280
Supplies	64,750	61,579	75,850	71,450	71,450	71,450
Minor Capital Items	21,500	21,500	26,700	10,000	10,000	10,000
Utilities	67,060	67,060	69,233	69,233	69,233	69,233
Capital Outlay	18,500	18,500	0	0	0	0
Total	1,001,603	964,532	1,206,472	1,109,821	1,129,821	1,129,821
Less Revenues	(66,960)	(73,744)	(95,725)	(90,725)	(90,725)	(90,725)
Net Division Total	934,643	890,788	1,110,747	1,019,096	1,039,096	1,039,096

Forestry

The Forestry / Horticulture division is responsible for the care of over 20,000 street trees throughout the City and nearly an equal number in the park areas. Routine maintenance trimming is done as necessary, and Forestry employees are on-call 24 hours a day to respond to emergencies such as fallen limbs blocking streets.

The division actively seeks grant money from the State to increase the number of city trees planted each year. Forestry also promotes the "Tree Challenge" program, where individuals and businesses may donate funds to help plant additional trees across the City. The division helps to maintain the City's status as a "Tree City USA", an award Portland has received since 1978.

Furthermore, our Horticultural group creates and maintains beautiful display gardens including our Deering Oaks rose garden and downtown planters.

FY20 Forestry expenditures increased \$23,997, or 3.5%, largely due to wage increases. Revenues increased \$5,130.

Division Summary

Department: Parks, Recreation & Facilities Division: Forestry Account: 10033203

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	551,415	551,415	572,902	572,902	572,902	572,902
Benefits	10,145	10,145	10,800	10,800	10,800	10,800
Administrative Services	3,935	4,350	5,505	5,505	5,505	5,505
Contractual Services	76,300	85,200	79,300	66,300	66,300	66,300
Maintenance and Repairs	1,200	1,200	1,700	1,700	1,700	1,700
Supplies	43,855	57,955	60,140	53,640	53,640	53,640
Total	686,850	710,265	730,347	710,847	710,847	710,847
Less Revenues	(9,720)	(9,720)	(14,850)	(14,850)	(14,850)	(14,850)
Net Division Total	677,130	700,545	715,497	695,997	695,997	695,997

Athletic Facilities

The department's Parks section oversees the Athletic Facilities division. Athletic Facilities is responsible for the care of all City-owned athletic facilities in Portland. This includes fourteen baseball / softball fields, two artificial surface football / soccer stadiums, fifteen multi-purpose fields, thirty playgrounds, and a variety of tennis, basketball and volleyball courts, as well as ornamental water fountains.

The FY20 budget has increased by \$6,399, or 0.8%. This budget includes one new position to assist in applying the city's new pesticide ordinance, as well as general payroll increases. Other changes include a reduction in capital outlay related to FY19 equipment purchases. Revenue estimates for Athletic Field increased \$39,292, or 12.7%.

Division Summary

Department: Parks, Recreation & Facilities

Division: Athletic Facilities

Account: 10033204

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	514,336	514,336	564,195	526,219	526,219	565,510
Benefits	10,295	10,295	10,295	10,295	10,295	10,295
Administrative Services	4,750	4,750	3,700	3,700	3,700	3,700
Contractual Services	28,350	28,350	26,550	24,050	24,050	24,050
Maintenance and Repairs	13,750	71,200	13,750	13,750	13,750	13,750
Rentals	35,862	35,862	33,362	33,362	33,362	33,362
Supplies	96,000	96,450	94,500	94,500	94,500	94,500
Minor Capital Items	0	0	7,500	7,500	7,500	7,500
Utilities	59,000	59,000	59,000	59,000	59,000	59,000
Capital Outlay	42,925	42,925	32,500	0	0	0
Total	805,268	863,168	845,352	772,376	772,376	811,667
Less Revenues	(309,225)	(310,000)	(327,417)	(348,517)	(348,517)	(348,517)
Net Division Total	496,043	553,168	517,935	423,859	423,859	463,150

Cemeteries

The Cemetery division is responsible for the care and maintenance of Evergreen and Forest City Cemeteries, the City's two active burial grounds. The Cemetery crew also maintains the two largest inactive cemeteries in the City, Eastern and Western Cemeteries, as well as the inactive Pine Grove Cemetery which is adjacent to the grounds of Evergreen Cemetery. Overall, the Cemetery Operations is responsible for the care and maintenance of sixteen cemeteries.

In addition to the care of grounds, the division is responsible for interments and disinterments, lot sales and other funeral-related services. Wilde Memorial Chapel, located on the grounds of Evergreen Cemetery, may be rented through this division for weddings, funerals, and memorial services.

In addition to the conventional use as cemeteries, cemeteries have also traditionally been used as a public park. Evergreen Cemetery, for example, is comprised of an extensive network of country lanes, paved roads, wooded trails, and greenscape which invite exploration. As the largest open space in Portland, the cemetery attracts a rich variety of avian life; the Maine Audubon utilizes Evergreen Cemetery and its undeveloped woods for annual bird watching excursions.

The Cemeteries budget has decreased \$46,824, or 5.4%. FY20 expenditure changes include the transfer of the Parks Ranger Program to Parks, and funds for cemetery gravel road repair and building improvements. Revenues are anticipated to increase \$15,718, or 2.9%.

Division Summary

Department: Parks, Recreation & Facilities	Division: Cemeteries				Account: 10033205	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	706,073	640,228	655,762	655,762	655,762	655,762
Benefits	11,219	8,603	8,249	8,249	8,249	8,249
Administrative Services	2,050	1,975	1,750	1,750	1,750	1,750
Contractual Services	53,135	49,991	58,937	42,937	42,937	42,937
Maintenance and Repairs	8,075	10,138	40,575	40,575	40,575	40,575
Rentals	2,770	1,670	8,100	8,100	8,100	8,100
Supplies	71,583	68,224	57,708	53,208	53,208	53,208
Utilities	7,464	6,516	6,964	6,964	6,964	6,964
Capital Outlay	12,000	11,980	10,000	10,000	10,000	10,000
Total	874,369	799,325	848,045	827,545	827,545	827,545
Less Revenues	(548,381)	(529,964)	(551,404)	(564,099)	(564,099)	(564,099)
Net Division Total	325,988	269,361	296,641	263,446	263,446	263,446

Recreation

The Recreation Division provides a wide range of programming / leagues and clinics for all age groups in the City and operates four community centers: Riverton, Reiche, East End, and Peaks Island. The Recreation division offers before-and-after school programming for more than 750 children at all elementary schools (no before-care at Peaks) known as The Bell Program, as well as summer camp programs for children currently in K-7th grade. In addition, the City offers an extensive program for senior adults.

The City currently provides before-and-after school programming for one out of every four children in the elementary schools. Almost 700 children learned to play basketball in our leagues this past season and over 400 children attended our summer camp programs. The Recreation division maintains a list of over 400 senior adults in our age sixty-five plus program. The City plans to introduce a new Park-n-Play program at various City parks this summer as a drop-in program for children, as well as a Hacker's Camp for kids to learn how to write computer code.

FY20 Recreation expenditures have increased \$69,572, or 3.8%, primarily due to personnel costs, as well as administrative contractual expense. The FY20 revenues increased \$114,959, or 6.8%.

Division Summary

Department: Parks, Recreation & Facilities **Division:** Recreation **Account:** 10033302

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	1,474,852	1,489,422	1,533,977	1,533,977	1,533,977	1,533,977
Benefits	14,190	14,190	14,190	14,190	14,190	14,190
Administrative Services	22,310	22,335	22,110	22,110	22,110	22,110
Contractual Services	197,578	197,578	228,770	211,350	211,350	211,350
Rentals	52,360	52,360	66,160	51,160	51,160	51,160
Supplies	66,737	66,737	68,312	64,812	64,812	64,812
Utilities	3,840	3,840	3,840	3,840	3,840	3,840
Total	1,831,867	1,846,462	1,937,359	1,901,439	1,901,439	1,901,439
Less Revenues	(1,699,201)	(1,747,559)	(1,759,160)	(1,814,160)	(1,814,160)	(1,814,160)
Net Division Total	132,666	98,903	178,199	87,279	87,279	87,279

Aquatics

The Aquatics division operates two indoor pools at the Riverton and Reiche Community Centers and a seasonal outdoor pool, the Kiwanis Pool on Douglas Street. The division offers swimming lessons and aquatic programming for all ages including adult water aerobics and a Master's level program. In any given week, the Aquatics division instructs over 700 people in city pools, from infants to adults. Stand-up paddling continues to be a big success with classes filling to capacity each session.

The FY20 budget has decreased \$4,597, or 0.7%. Budget changes include reorganization of program staffing, and cost increases in supply and utility lines. Revenues are estimated to increase \$25,948, or 6.5%.

Division Summary

Department: Parks, Recreation & Facilities

Division: Aquatics

Account: 10033303

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	546,034	535,427	562,312	528,337	528,337	528,337
Benefits	3,630	3,616	3,630	3,630	3,630	3,630
Administrative Services	2,785	2,764	2,785	2,785	2,785	2,785
Contractual Services	37,600	37,716	37,200	37,200	37,200	37,200
Maintenance and Repairs	2,100	2,100	2,100	2,100	2,100	2,100
Rentals	500	500	500	500	500	500
Supplies	35,550	42,609	42,400	42,400	42,400	42,400
Utilities	15,700	16,662	22,350	22,350	22,350	22,350
Total	643,899	641,394	673,277	639,302	639,302	639,302
Less Revenues	(401,278)	(371,529)	(387,226)	(427,226)	(427,226)	(427,226)
Net Division Total	242,621	269,865	286,051	212,076	212,076	212,076

Riverside Golf Course

The City-owned Riverside Golf Course offers 30 holes: the 18-hole North Course, the 9-hole South course and the 3-hole practice course. Amenities include lessons and clinics, which are managed by the Recreation Division. Riverside is also home to several golf tournament events each year. The 3-hole course is utilized by the golf pro to provide lessons to new golfers and golfers sharpening their short game skills.

Riverside is also a full service winter venue: sledding hills, two ice skating ponds, and many miles of cross-country ski trails are provided at no cost to participants.

FY20 expenditures increased \$49,593, or 4.7%, and comprises of increased personnel costs and monies for an ADA golf cart lease. Revenues are anticipated to increase \$45,141, or 3.7%.

Division Summary

Department: Parks, Recreation & Facilities

Division: Riverside Golf Course

Account: 10033304

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	557,452	556,249	582,817	582,817	582,817	582,817
Benefits	5,340	5,340	5,690	5,690	5,690	5,690
Administrative Services	2,545	3,460	2,545	2,545	2,545	2,545
Contractual Services	50,424	50,424	49,524	49,524	49,524	49,524
Maintenance and Repairs	46,500	47,500	46,500	46,500	46,500	46,500
Rentals	111,305	111,873	135,305	135,305	135,305	135,305
Supplies	197,278	210,228	201,278	201,278	201,278	201,278
Utilities	80,082	77,955	76,860	76,860	76,860	76,860
Total	1,050,926	1,063,029	1,100,519	1,100,519	1,100,519	1,100,519
Less Revenues	(1,226,006)	(1,216,662)	(1,220,853)	(1,271,147)	(1,271,147)	(1,271,147)
Net Division Total	(175,080)	(153,633)	(120,334)	(170,628)	(170,628)	(170,628)

Golf Course Restaurant

The Riverside Grill restaurant, located at the Riverside Golf Course, opened its doors in May 2014. The restaurant is overseen in-house by the Golf Course staff, including an experienced chef and a Front of House Manager. The restaurant is open year-round welcoming golfers and the general public alike. Riverside Grill serves both lunch and dinner, as well as a brunch on Saturdays and Sundays. The restaurant also provides a golfers' beverage cart option. Additionally the restaurant hosts weekly daily specials. More information about the menu and the weekly events may be found on our website at <http://www.theriversidegrill.com/>.

FY20 budgeted expenditures increased \$7,176, or 1.3%, and anticipated revenues increased \$4,000, or 0.7%.

Division Summary

Department: Parks, Recreation & Facilities **Division:** Golf Course Restaurant **Account:** 10033305

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	239,560	224,960	244,210	244,210	244,210	244,210
Administrative Services	3,215	3,215	3,715	3,715	3,715	3,715
Contractual Services	29,696	29,696	28,682	28,682	28,682	28,682
Maintenance and Repairs	3,500	4,540	4,540	4,540	4,540	4,540
Rentals	8,440	8,440	8,440	8,440	8,440	8,440
Supplies	237,200	237,200	239,200	239,200	239,200	239,200
Utilities	12,000	12,000	12,000	12,000	12,000	12,000
Total	533,611	520,051	540,787	540,787	540,787	540,787
Less Revenues	(537,000)	(541,444)	(541,000)	(541,000)	(541,000)	(541,000)
Net Division Total	(3,389)	(21,393)	(213)	(213)	(213)	(213)

Ice Arena

The Ice Arena is celebrating its 34th year of operation, and is named in honor of the late William B. Trough. William B. Trough was instrumental in creating the rink when he served on the City Council during the 1970s-1980's. The City-owned rink, located next to the Portland Expo and Hadlock Field, provides rental of ice time to various community users including adult leagues, high school, middle school and youth hockey organizations, and to the public. Ice-skating and figure skating lessons are offered as well. The City also operates the Ice Arena concession stand. The annual Ice Show is held each year the last weekend of April and is open to the general public.

The FY20 expenditure budget is increasing \$23,419, or 4.1%, due to payroll costs, and the anticipated revenue budget is increasing \$36,185, or 6.0%.

Division Summary

Department: Parks, Recreation & Facilities	Division: Ice Arena				Account: 10033306	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	282,450	275,473	312,142	312,142	312,142	312,142
Benefits	1,560	1,560	1,560	1,560	1,560	1,560
Administrative Services	895	1,670	895	895	895	895
Contractual Services	15,593	17,108	16,070	16,070	16,070	16,070
Maintenance and Repairs	34,950	38,199	28,200	28,200	28,200	28,200
Rentals	1,812	1,828	1,812	1,812	1,812	1,812
Supplies	29,800	29,650	29,800	29,800	29,800	29,800
Minor Capital Items	0	15,000	0	0	0	0
Utilities	204,750	199,750	204,750	204,750	204,750	204,750
Total	571,810	580,238	595,229	595,229	595,229	595,229
Less Revenues	(606,475)	(613,611)	(618,160)	(642,660)	(642,660)	(642,660)
Net Division Total	(34,665)	(33,373)	(22,931)	(47,431)	(47,431)	(47,431)

Public Assembly Facility

The Public Assembly division handles the general management, marketing, booking, event coordination and other miscellaneous staffing and operational needs of the department's Facilities section functions. Maine State Pier, Ocean Gateway and Permitted Events are included under the Public Assembly Facilities. The Maine State Pier and Ocean Gateway hosts over 150 events with over 60,000 guests in attendance; these events include concerts, weddings, proms, non-profit fundraisers, business meetings and holiday parties. Over 600 permitted events takes place within the City including road races, block parties, farmer's markets, Art Walks, and rallies.

The FY20 program expenditure increase is \$4,528, or 0.4%. Revenues have decreased by \$23,138 or 2.8%.

Division Summary

Department: Parks, Recreation & Facilities

Division: Public Assembly Facility

Account: 10033401

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	931,818	884,433	936,936	936,936	936,936	936,936
Benefits	3,600	3,600	3,240	3,240	3,240	3,240
Administrative Services	6,990	7,053	12,290	7,290	7,290	7,290
Contractual Services	91,850	85,200	66,250	66,250	66,250	66,250
Maintenance and Repairs	1,200	1,200	1,200	1,200	1,200	1,200
Rentals	500	467	4,200	3,000	3,000	3,000
Supplies	19,550	19,300	21,300	19,900	19,900	19,900
Minor Capital Items	0	0	22,620	22,620	22,620	22,620
Utilities	1,200	1,200	800	800	800	800
Total	1,056,708	1,002,453	1,068,836	1,061,236	1,061,236	1,061,236
Less Revenues	(826,788)	(748,977)	(769,650)	(803,650)	(803,650)	(803,650)
Net Division Total	229,920	253,476	299,186	257,586	257,586	257,586

Concessions

The Concessions division manages the concessions and catering operations for Merrill Auditorium, Portland Exposition, Fitzpatrick Stadium and the Trough Ice Arena.

The FY20 expenditures increased \$14,928 or 3.7%. The revenue is anticipated to increase \$12,000 or 2.6%.

Division Summary

Department: Parks, Recreation & Facilities **Division:** Concessions **Account:** 10033402

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	188,883	185,143	199,561	199,561	199,561	199,561
Benefits	1,660	1,589	1,560	1,560	1,560	1,560
Administrative Services	2,525	2,861	2,865	2,865	2,865	2,865
Contractual Services	12,980	14,430	13,890	13,890	13,890	13,890
Maintenance and Repairs	5,500	5,500	5,500	5,500	5,500	5,500
Supplies	191,150	195,409	194,250	194,250	194,250	194,250
Utilities	800	806	800	800	800	800
Total	403,498	405,738	418,426	418,426	418,426	418,426
Less Revenues	(461,000)	(456,467)	(461,000)	(473,000)	(473,000)	(473,000)
Net Division Total	(57,502)	(50,729)	(42,574)	(54,574)	(54,574)	(54,574)

Custodial Services

Custodian Services provides the personnel and materials for the cleaning operations of City Hall, Public Safety, Merrill Auditorium, Expo, the Canco Road complex and Ocean Gateway, as well as other city facilities. This operation is under the direction of the Parks Recreation and Facilities Department.

The FY20 expenditures have increased \$1,918, or 0.2%. This budget includes the reduction of one custodial position and general salary increases, as well as increases in fundamental program supplies and services.

Division Summary

Department: Parks, Recreation & Facilities **Division:** Custodial Services **Account:** 10033404

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	820,791	774,572	841,611	803,570	803,570	803,570
Benefits	14,429	30,617	14,765	14,405	14,405	14,405
Contractual Services	10,240	11,079	25,303	15,303	15,303	15,303
Maintenance and Repairs	2,000	2,000	2,000	2,000	2,000	2,000
Supplies	109,000	109,666	123,100	123,100	123,100	123,100
Total	956,460	927,934	1,006,779	958,378	958,378	958,378

Merrill Auditorium

This division includes all the expenses for the venue operations at Merrill Auditorium, a 1,900 seat performing arts venue attached to City Hall. Prime Tenants include Portland Ovations, the Portland Symphony Orchestra, and Friends of the Kotschmar Organ. The theater hosts a variety of performances each year including symphonies, Broadway performances, concerts, comedians, graduations and holiday programming. Merrill Auditorium hosts approximately 125 annual events with over 148,000 patrons in attendance.

Merrill FY20 expenditures have increased \$6,491, or 3.7%. Revenues are anticipated to increase \$185,600, or 29.0%, related primarily to the surcharge on box office sales.

Division Summary

Department: Parks, Recreation & Facilities

Division: Merrill Auditorium

Account: 10033405

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	134,498	127,872	140,787	140,789	140,789	140,789
Benefits	480	480	480	480	480	480
Contractual Services	10,620	11,112	14,320	14,320	14,320	14,320
Maintenance and Repairs	19,000	19,000	17,000	17,000	17,000	17,000
Rentals	1,000	500	1,000	1,000	1,000	1,000
Supplies	10,500	12,330	9,000	9,000	9,000	9,000
Total	176,098	171,294	182,587	182,589	182,589	182,589
Less Revenues	(641,100)	(655,670)	(642,700)	(826,700)	(826,700)	(826,700)
Net Division Total	(465,002)	(484,376)	(460,113)	(644,111)	(644,111)	(644,111)

Public Buildings & Waterfront

The Public Buildings & Waterfront Department oversees the City's public buildings including the many smaller facilities, island Infrastructure, trail lighting, School HVAC, and the maintenance and long term planning for the Fire Department. The Public Buildings & Waterfront Department also manages and maintains the Portland waterfront piers and facilities, as well as the cruise ship operations. This department is comprised of a skilled staff and licensed trades workers whose tasks consists of everyday maintenance, long term facility planning, and general contracting.

FY20 Department expenditures have increased \$60,537 or 1.2%. This budget incorporates Evergreen ADA building improvements as well as Public Safety HVAC enhancements. Other expense changes include additional funds for Waterfront security and capital equipment, offset by additional anticipated division revenue income, an increase in contractual payroll expense, and reductions in utility costs. The Waterfront cruise ship operation continues to thrive and is responsible for the department's overall projected revenue increase of \$91,370 or 2.6%.

Department Summary

Department: Public Buildings & Waterfront

100-35

		FY19	FY20	FY20	FY20	FY20	
		Approp.	Projected Expend.	Department Submission	Manager's Recomm.	Finance Comm.	Final Allowance
Classification Breakdown							
Payroll		1,411,764	1,412,249	1,475,586	1,450,431	1,450,431	1,450,431
Benefits		27,068	27,244	25,418	25,418	25,418	25,418
Administrative Services		50,980	41,230	42,580	42,580	42,580	42,580
Contractual Services		424,893	412,505	435,345	435,345	435,345	435,345
Maintenance and Repair		1,043,489	1,088,339	1,100,266	1,090,266	1,090,266	1,090,266
Rentals		20,680	22,680	31,660	31,660	31,660	31,660
Supplies		435,800	438,620	430,200	430,200	430,200	430,200
Minor Capital Items		0	0	60,000	60,000	60,000	60,000
Utilities		1,585,130	1,499,046	1,470,641	1,469,441	1,469,441	1,469,441
Capital Outlay		20,000	20,000	45,000	45,000	45,000	45,000
Total		5,019,804	4,961,913	5,116,696	5,080,341	5,080,341	5,080,341
Summary by Division							
Public Buildings Administration	(35-100)	358,671	352,821	387,731	387,731	387,731	387,731
Trades	(35-101)	719,605	728,575	736,916	736,916	736,916	736,916
School HVAC	(35-102)	521,703	513,279	518,442	518,442	518,442	518,442
Public Safety Buildings	(35-201)	290,700	295,700	327,700	317,700	317,700	317,700
City Hall	(35-202)	322,100	354,300	392,450	392,450	392,450	392,450
Merrill (Public Buildings)	(35-203)	196,550	192,500	173,550	173,550	173,550	173,550
Hadlock Stadium	(35-204)	321,681	343,681	322,076	322,076	322,076	322,076
Exposition Building	(35-205)	207,875	200,775	208,600	208,600	208,600	208,600
Canco Road	(35-206)	432,820	402,385	469,250	434,250	434,250	434,250
Other Public Buildings	(35-210)	310,989	274,545	270,857	270,857	270,857	270,857
Waterfront Maintenance	(35-300)	1,337,110	1,303,352	1,309,124	1,317,769	1,317,769	1,317,769
Total		5,019,804	4,961,913	5,116,696	5,080,341	5,080,341	5,080,341
Less Revenues		(3,459,596)	(3,302,965)	(3,541,396)	(3,550,966)	(3,550,966)	(3,550,966)
Net Department Total		1,560,208	1,658,948	1,575,300	1,529,375	1,529,375	1,529,375

Public Buildings & Waterfront Administration

The Public Buildings and Waterfront Administration staff oversees the maintenance and up-keep of various city buildings, including the Waterfront division. Functions include providing general administrative support, centralized accounting, budget preparation, CIP oversight, and payroll, as well as long term facility planning and general contracting.

The FY20 budget increase is \$29,060 or 8.1%, predominantly due to salary increases.

Division Summary

Department: Public Buildings & Waterfront **Division:** Public Buildings & Waterfront Administration **Account:** 10035100

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	338,671	338,671	370,481	370,481	370,481	370,481
Benefits	2,870	2,870	3,320	3,320	3,320	3,320
Administrative Services	5,250	5,000	4,950	4,950	4,950	4,950
Contractual Services	3,000	3,000	2,000	2,000	2,000	2,000
Rentals	2,580	2,580	2,580	2,580	2,580	2,580
Supplies	6,300	700	4,400	4,400	4,400	4,400
Total	358,671	352,821	387,731	387,731	387,731	387,731

Trades

The Trades Division budget is comprised of a highly skilled workforce that maintains, repairs, and renovates the various City buildings. Services provided include carpentry, painting, electrical, plumbing, remodeling, and maintenance of the heating and ventilating systems.

The FY20 expenditures increased \$17,311, or 2.4%, primarily due to salary increases. The program's revenue received is primarily reimbursement for services from the Fish Pier enterprise fund.

Division Summary

Department: Public Buildings & Waterfront

Division: Trades

Account: 10035101

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	684,500	692,500	703,346	703,346	703,346	703,346
Benefits	15,375	15,375	14,500	14,500	14,500	14,500
Administrative Services	9,730	8,830	9,070	9,070	9,070	9,070
Contractual Services	500	250	500	500	500	500
Rentals	0	2,000	0	0	0	0
Supplies	9,500	9,620	9,500	9,500	9,500	9,500
Total	719,605	728,575	736,916	736,916	736,916	736,916
Less Revenues	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Net Division Total	694,605	703,575	711,916	711,916	711,916	711,916

School HVAC

The School HVAC division is responsible for heating, ventilation and air conditioning maintenance for all twenty elementary, middle and high school buildings. All expenses are fully reimbursed by the School Department through inter-fund transfers.

The FY20 School HVAC expenditure and revenue budget is reduced by \$3,261, or 0.6%.

Division Summary

Department: Public Buildings & Waterfront	Division: School HVAC				Account: 10035102	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	122,040	122,040	122,519	122,519	122,519	122,519
Benefits	2,674	2,850	2,724	2,724	2,724	2,724
Administrative Services	11,000	2,400	6,260	6,260	6,260	6,260
Contractual Services	11,650	11,650	12,600	12,600	12,600	12,600
Maintenance and Repairs	214,339	214,339	214,339	214,339	214,339	214,339
Supplies	160,000	160,000	160,000	160,000	160,000	160,000
Total	521,703	513,279	518,442	518,442	518,442	518,442
Less Revenues	(521,703)	(513,279)	(518,442)	(518,442)	(518,442)	(518,442)
Net Division Total	0	0	0	0	0	0

Public Safety Buildings

This division includes all the expenses for maintaining the City's Public Safety building, which houses the Police Department's 24/7 operation.

This budget includes funds for HVAC enhancements at the Public Safety building. The FY20 program's expenditures has an increase of \$27,000 or 9.3%.

Division Summary

Department: Public Buildings & Waterfront **Division:** Public Safety Buildings **Account:** 10035201

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Contractual Services	6,200	4,700	6,700	6,700	6,700	6,700
Maintenance and Repairs	57,000	57,000	93,000	83,000	83,000	83,000
Supplies	24,500	24,000	24,500	24,500	24,500	24,500
Utilities	203,000	210,000	203,500	203,500	203,500	203,500
Total	290,700	295,700	327,700	317,700	317,700	317,700

City Hall

This division includes all the expenses for maintaining City Hall, which houses various administrative offices.

The FY20 City Hall expenditures increased \$70,350, or 21.8%. This budget incorporates increased funds for exterior repair & maintenance.

Division Summary

Department: Public Buildings & Waterfront **Division:** City Hall **Account:** 10035202

	FY19 FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Contractual Services	2,100	2,300	3,950	3,950	3,950	3,950
Maintenance and Repairs	79,000	99,000	137,500	137,500	137,500	137,500
Rentals	0	0	10,000	10,000	10,000	10,000
Supplies	48,000	53,000	48,000	48,000	48,000	48,000
Utilities	193,000	200,000	193,000	193,000	193,000	193,000
Total	322,100	354,300	392,450	392,450	392,450	392,450

Merrill (Public Buildings)

This division includes the facility maintenance expenses for Merrill Auditorium, a 1,900 seat performing art venue attached to City Hall.

The FY20 expenditure decrease of \$23,000, or 11.7%, is associated with the FY19 completion of specific building maintenance and repair projects.

Division Summary

Department: Public Buildings & Waterfront Division: Merrill (Public Buildings) Account: 10035203

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Contractual Services	14,050	10,000	4,350	4,350	4,350	4,350
Maintenance and Repairs	92,300	92,300	75,200	75,200	75,200	75,200
Supplies	10,200	10,200	14,000	14,000	14,000	14,000
Utilities	80,000	80,000	80,000	80,000	80,000	80,000
Total	196,550	192,500	173,550	173,550	173,550	173,550

Hadlock Stadium

This division includes all the expenses for maintaining Hadlock Stadium, a 7,400-seat baseball stadium that opened in April of 1994. Hadlock Stadium is home to the Portland Seadogs, a Double-A affiliate of the Boston Red Sox.

Division Summary

Department: Public Buildings & Waterfront Division: Hadlock Stadium Account: 10035204

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Contractual Services	4,650	4,650	4,925	4,925	4,925	4,925
Maintenance and Repairs	70,500	92,500	70,120	70,120	70,120	70,120
Rentals	8,500	8,500	9,000	9,000	9,000	9,000
Supplies	31,500	31,500	31,500	31,500	31,500	31,500
Utilities	186,531	186,531	186,531	186,531	186,531	186,531
Capital Outlay	20,000	20,000	20,000	20,000	20,000	20,000
Total	321,681	343,681	322,076	322,076	322,076	322,076
Less Revenues	(336,531)	(336,531)	(336,531)	(336,531)	(336,531)	(336,531)
Net Division Total	(14,850)	7,150	(14,455)	(14,455)	(14,455)	(14,455)

Exposition Building

The Portland Exposition Building division includes the expenses for maintaining this building. The Portland Expo is home to PHS basketball and the Maine Red Claws, a NBA development league; Expo events also include basketball games, trade shows, middle school track, and professional boxing.

Division Summary

Department: Public Buildings & Waterfront

Division: Exposition Building

Account: 10035205

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Contractual Services	1,775	1,775	4,920	4,920	4,920	4,920
Maintenance and Repairs	42,000	42,000	39,580	39,580	39,580	39,580
Supplies	21,000	21,000	21,000	21,000	21,000	21,000
Utilities	143,100	136,000	143,100	143,100	143,100	143,100
Total	207,875	200,775	208,600	208,600	208,600	208,600

Canco Road

The Canco Road Buildings division includes the properties at 212 Canco Road and 250 Canco Road purchased in 2015 and 2016. The Canco Road Municipal Complex houses staff and services of the Public Works and the Parks Recreation & Facilities departments. In addition, the Canco Road facility provides storage space for Public Safety and is home to the Fire Department's Fire Alarms section. This budget provides for building maintenance items, small office renovations, and monthly utilities.

Division Summary

Department: Public Buildings & Waterfront

Division: Canco Road

Account: 10035206

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Contractual Services	13,920	13,920	19,550	19,550	19,550	19,550
Maintenance and Repairs	196,400	198,100	197,000	197,000	197,000	197,000
Supplies	30,000	30,000	30,000	30,000	30,000	30,000
Utilities	192,500	160,365	222,700	187,700	187,700	187,700
Total	432,820	402,385	469,250	434,250	434,250	434,250

Other Public Buildings

The Other Public Buildings division includes expenses for maintaining a variety of other City-owned buildings and structures, including facilities on five islands.

The FY20 Other Public Buildings division expenditures decreased \$40,132, or 12.9%. The expenditure budget changes include a decrease in utilities with the relocation of city staff to the Canco Road buildings and the sale of the Portland and Hanover properties, and the FY20 allocation for Evergreen Cemetery ADA improvements.

Division Summary

Department: Public Buildings & Waterfront

Division: Other Public Buildings

Account: 10035210

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	0	485	0	0	0	0
Contractual Services	12,260	12,260	10,032	10,032	10,032	10,032
Maintenance and Repairs	59,850	61,000	59,855	59,855	59,855	59,855
Supplies	40,500	44,300	40,500	40,500	40,500	40,500
Minor Capital Items	0	0	60,000	60,000	60,000	60,000
Utilities	198,379	156,500	100,470	100,470	100,470	100,470
Total	310,989	274,545	270,857	270,857	270,857	270,857

Waterfront Maintenance

Waterfront Maintenance is responsible for the repair, maintenance and operations of City-owned waterfront property, which includes the Portland Ocean Terminal, Maine State Pier and Ocean Gateway.

Division responsibilities include fender system replacement, pier deck repairs, and exterior wall pile cap and stringer repairs. The division also maintains over thirty floats between the mainland and islands. Pier maintenance work continues at Compass Park in the upcoming year.

FY20 expenditures are decreasing by \$19,341, or 1.4%. Budget changes include the purchase of an electric passenger golf cart, an increase in cruise ship security services, and a decrease in various expense lines, including allocation reductions in new maintenance and repair projects. Cruise passengers remain on an upward trajectory; the FY20 division revenue is increasing \$94,631, or 3.7%.

Division Summary

Department: Public Buildings & Waterfront	Division: Waterfront Maintenance				Account: 10035300	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	266,553	258,553	279,240	254,085	254,085	254,085
Benefits	6,149	6,149	4,874	4,874	4,874	4,874
Administrative Services	25,000	25,000	22,300	22,300	22,300	22,300
Contractual Services	354,788	348,000	365,818	365,818	365,818	365,818
Maintenance and Repairs	232,100	232,100	213,672	213,672	213,672	213,672
Rentals	9,600	9,600	10,080	10,080	10,080	10,080
Supplies	54,300	54,300	46,800	46,800	46,800	46,800
Utilities	388,620	369,650	341,340	375,140	375,140	375,140
Capital Outlay	0	0	25,000	25,000	25,000	25,000
Total	1,337,110	1,303,352	1,309,124	1,317,769	1,317,769	1,317,769
Less Revenues	(2,576,362)	(2,428,155)	(2,661,423)	(2,670,993)	(2,670,993)	(2,670,993)
Net Division Total	(1,239,252)	(1,124,803)	(1,352,299)	(1,353,224)	(1,353,224)	(1,353,224)

Health & Human Services Department

The City's Department of Health and Human Services (HHS) undertakes the planning and coordination of health and human service activities in Portland. This assignment often occurs in collaboration with non-profit agencies and the state and federal government. HHS consists of five operational divisions: HHS Administration, Public Health, Social Services, the Barron Center and the Office of Elder Affairs.

The HHS Administration division consists of four full-time positions including the Director of Health and Human Services, a Financial Manager, and administrative support staff.

FY20 HHS Administration expenditures have decreased \$82,496, or 19.7%, due to staffing changes; the budget includes a division transfer of the Director of Elder Affairs to the Office of Elder Affairs.

Department Summary

Department: HHS Administration

100-44-100

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	409,192	384,376	410,765	326,696	326,696	326,696
Benefits	1,980	1,830	1,980	1,980	1,980	1,980
Administrative Services	3,600	3,600	3,600	3,600	3,600	3,600
Contractual Services	1,500	1,500	1,500	1,500	1,500	1,500
Supplies	3,500	3,500	3,500	3,500	3,500	3,500
Total	419,772	394,806	421,345	337,276	337,276	337,276
Less Revenues	(10,560)	(968)	0	0	0	0
Net Department Total	409,212	393,838	421,345	337,276	337,276	337,276

Public Health

Public Health, a division of the Health and Human Services (HHS) Department, is the State's most comprehensive local public health department. Public Health consists of six programs: Administration, Family Health, Chronic Disease Prevention, Health Equity, India Street Health Center, and Research and Evaluation. Public Health's specific activities include, but are not limited to, health policy development, public health research, data surveillance, health education, and analysis and communication, providing direct services to the underserved.

In FY20, the division's 14.6 project funded positions are restored in the general fund, reinstating the accounting method for fully funded grant program positions prior to FY19. The FY20 related grant expenditures and revenues have increased in proportionate amounts; in FY19, grant funded positions were charged directly to the grant funds. In addition, Public Health increased 1.2 FTEs primarily as a result of internal staffing changes.

Public Health's general fund increases in expenditures and revenues as displayed below is \$1,058,381 and \$978,342 respectively, resulting in a FY20 net increase of \$80,039, or 9.1%.

Department Summary

Department: Public Health

100-44-200

		FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown							
Payroll		718,826	714,226	1,712,264	1,758,324	1,758,324	1,758,324
Benefits		3,024	3,024	3,300	3,900	3,900	3,900
Administrative Services		28,032	28,216	36,267	33,017	33,017	33,017
Client Expenses		16,000	16,000	16,000	16,000	16,000	16,000
Contractual Services		118,649	105,036	140,126	139,836	139,836	139,836
Maintenance and Repairs		2,325	2,325	2,700	2,700	2,700	2,700
Rentals		70,045	70,071	70,982	70,981	70,981	70,981
Supplies		64,326	53,471	54,850	54,850	54,850	54,850
Utilities		13,920	13,920	13,920	13,920	13,920	13,920
Total		1,035,147	1,006,289	2,050,409	2,093,528	2,093,528	2,093,528
Summary by Division							
Public Health Administration	(41-201)	221,597	222,422	245,900	290,519	290,519	290,519
Family Health	(41-202)	53,125	52,058	137,155	137,155	137,155	137,155
Chronic Disease Prevention	(41-203)	101,397	101,397	685,533	685,533	685,533	685,533
Health Equity & Research	(41-204)	110,976	110,976	168,341	167,341	167,341	167,341
India Street Clinic	(41-205)	474,841	451,225	738,049	738,049	738,049	738,049
Research & Evaluation	(41-206)	73,211	68,211	75,431	74,931	74,931	74,931
Total		1,035,147	1,006,289	2,050,409	2,093,528	2,093,528	2,093,528
Less Revenues		(155,065)	(115,485)	(1,054,914)	(1,133,407)	(1,133,407)	(1,133,407)
Net Department Total		880,082	890,804	995,495	960,121	960,121	960,121

Family Health

Family Health is comprised of the Maternal & Child Health program. This program offers a variety of services to Portland residents including free home visits for residents who are pregnant or have a child up to age 5. Education and services include developmental assessments, healthy eating, and child safety assessments, including lead hazards. Additional services include the Maternal & Child Health Program's playgroup to serve children ages 0-5 years.

The FY20 Family Health budget shows a comparable increase in both expenditures and revenues. Project staff wages, directly charged to grant funds in FY19, are restored to the general fund in FY20 as a pass-through; grant revenues offset grant expenditures.

The FY20 expenditures increased \$84,030 and FY20 revenues increased \$92,274.

Division Summary

Department: Public Health	Division: Family Health				Account: 10044202	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	37,857	37,857	121,883	121,883	121,883	121,883
Benefits	600	600	600	600	600	600
Administrative Services	4,617	3,450	4,617	4,617	4,617	4,617
Contractual Services	5,027	5,027	5,027	5,027	5,027	5,027
Rentals	804	804	808	808	808	808
Supplies	3,500	3,600	3,500	3,500	3,500	3,500
Utilities	720	720	720	720	720	720
Total	53,125	52,058	137,155	137,155	137,155	137,155
Less Revenues	0	(100)	(92,274)	(92,274)	(92,274)	(92,274)
Net Division Total	53,125	51,958	44,881	44,881	44,881	44,881

Chronic Disease Prevention

The City of Portland's Chronic Disease Prevention Program is dedicated to serving the residents of Portland by creating and advocating for health policies at the local and district level; the City utilizes evidence-based practices and collaborative partnerships. The health issues addressed include tobacco prevention, physical activity, healthy eating, lead poisoning prevention, and substance abuse prevention.

The FY20 Chronic Disease Prevention expenditures and corresponding revenues both display an increase. Project staff wages, directly charged to grant funds in FY19, are restored to the general fund in FY20 as a pass-through; grant revenues offset grant expenditures.

The FY20 expenditures increased \$584,136 and FY20 revenues increased \$573,780. The Chronic Disease Prevention program staffing changes include a net of one new full-time project position.

Division Summary

Department: Public Health	Division: Chronic Disease Prevention				Account: 10044203	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	75,553	75,553	648,522	648,522	648,522	648,522
Benefits	600	600	600	600	600	600
Administrative Services	2,500	2,500	2,500	2,500	2,500	2,500
Client Expenses	15,000	15,000	15,000	15,000	15,000	15,000
Contractual Services	4,750	4,750	3,500	3,500	3,500	3,500
Rentals	1,694	1,694	12,035	12,035	12,035	12,035
Supplies	1,300	1,300	1,000	1,000	1,000	1,000
Utilities	0	0	2,376	2,376	2,376	2,376
Total	101,397	101,397	685,533	685,533	685,533	685,533
Less Revenues	0	0	(567,067)	(573,780)	(573,780)	(573,780)
Net Division Total	101,397	101,397	118,466	111,753	111,753	111,753

Health Equity & Research

The Health Equity & Research program supports the Public Health Division with services to minority populations. Specific activities include health education to racial and ethnic minority groups in order to decrease health disparities by improving access to needed health care. The objectives include identifying community health needs, implementing interventions to address, ensuring that available community assets and resources are used responsibly, and collaborating with other health and social service providers to ensure the provision of culturally and linguistically appropriate services.

The FY20 Health Equity & Research program expenditures and corresponding revenues both reflect an increase. Project staff wages, directly charged to grant funds in FY19, are restored to the general fund in FY20 as a pass-through; grant revenues offset grant expenditures. In addition, the FY20 budget changes include one new half-time position.

The FY20 expenditures increased \$56,365 and FY20 revenues increased \$47,468.

Division Summary

Department: Public Health	Division: Health Equity & Research				Account: 10044204	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	93,973	93,973	154,191	154,191	154,191	154,191
Benefits	720	720	900	900	900	900
Administrative Services	6,833	7,041	7,700	6,700	6,700	6,700
Contractual Services	8,250	7,842	4,750	4,750	4,750	4,750
Supplies	1,200	1,400	800	800	800	800
Total	110,976	110,976	168,341	167,341	167,341	167,341
Less Revenues	0	0	(47,468)	(47,468)	(47,468)	(47,468)
Net Division Total	110,976	110,976	120,873	119,873	119,873	119,873

India Street Clinic

The India Street Clinic, located at 103 India Street, houses the Portland Needle Exchange, the HIV/STD and Hepatitis C Prevention Program, and the Portland Community Free Clinic. Individuals who are enrolled in the needle exchange may access clean syringes, education, counseling, testing, overdose prevention and linkage to treatment. The STD clinic offers HIV, STD, and hepatitis C testing and treatment services for sexually transmissible diseases on a walk-in basis. The Portland Community Free Clinic has over one-hundred volunteer medical providers and support staff, and is a partnership between the City and The Friends of the Free Clinic, a 501(c)(3) whose mission is to raise funding for the clinic. The Portland Community Free Clinic provides medical care to the uninsured that earn below 250% of the Federal Poverty Level, are above the age of eighteen, live in Cumberland County, and are stably housed. India Street also houses a Public Health Laboratory.

The FY20 India Street Clinic expenditures and corresponding revenues both reflect an increase. Project staff wages, directly charged to grant funds in FY19, are restored to the general fund in FY20 as a pass-through; grant revenues offset grant expenditures. FY20 budget changes include a reallocation of salaries from other divisions.

The FY20 expenditures increased \$263,208 and FY20 revenues increased \$172,620.

Division Summary

Department: Public Health	Division: India Street Clinic				Account: 10044205	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	247,836	248,236	501,833	501,833	501,833	501,833
Benefits	144	144	0	0	0	0
Administrative Services	2,506	3,649	3,650	3,650	3,650	3,650
Client Expenses	1,000	1,000	1,000	1,000	1,000	1,000
Contractual Services	92,822	79,617	118,599	118,599	118,599	118,599
Maintenance and Repairs	1,200	1,200	1,200	1,200	1,200	1,200
Rentals	65,082	65,108	55,793	55,793	55,793	55,793
Supplies	51,051	39,071	45,150	45,150	45,150	45,150
Utilities	13,200	13,200	10,824	10,824	10,824	10,824
Total	474,841	451,225	738,049	738,049	738,049	738,049
Less Revenues	(69,578)	(29,523)	(242,198)	(242,198)	(242,198)	(242,198)
Net Division Total	405,263	421,702	495,851	495,851	495,851	495,851

Social Services

The Social Services Division provides both financial assistance and support services for low-income Portland residents. Its purpose is to provide quality services that encourage dignity, self-respect and self-reliance in the transition from public assistance to self-sufficiency. Programs operated include General Assistance (GA), Homeless Shelters for individuals and families, Case Management and Representative Payee Services.

The Social Services division consists of five programs: Administration, General Assistance, the Portland Community Support Fund, Oxford Street Shelter and the Family Shelter.

In FY20, the division's 26.6 project funded positions and expenses are restored in the general fund, reinstating the accounting method for grant programs prior to FY19. As a result, both the FY20 general fund expenditures and revenues have increased; in FY19, grant funded expense items were charged directly to the grant funds. In addition, due to the FY19 influx of those seeking emergency shelter services, the Social Services division increased 5.7 FTEs; the FY19 use of per diem workers have been replaced as full-time positions in FY20.

Social Services general fund increases in expenditures and revenues as displayed below is \$3,254,509 and \$2,788,631 respectively, resulting in a FY20 net increase of \$465,878, or 10.0%.

Department Summary

Department: Social Services

100-44-300

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	2,952,218	3,092,932	4,818,460	4,940,285	4,985,285	4,985,285
Benefits	9,760	10,060	12,400	12,400	12,400	12,400
Administrative Services	9,575	9,575	13,575	13,575	13,575	13,575
Client Expenses	6,071,108	6,211,024	6,537,253	6,375,615	6,425,615	6,425,615
Contractual Services	320,451	417,647	453,001	453,001	453,001	453,001
Maintenance and Repairs	5,205	5,205	112,446	112,446	112,446	112,446
Retnals	365,926	369,809	620,460	709,645	709,645	709,645
Supplies	42,306	42,944	334,173	334,173	334,173	334,173
Utilities	136,689	127,664	121,607	121,607	121,607	121,607
Total	9,913,238	10,286,860	13,023,375	13,072,747	13,167,747	13,167,747
Summary by Division						
Social Services Administration (42-301)	612,379	608,432	646,664	624,568	624,568	624,568
Social Services General Assistance (42-302)	6,787,843	6,793,082	7,040,539	7,076,582	7,076,582	7,076,582
Portland Community Support Fund (42-303)	200,000	303,833	311,638	150,000	200,000	200,000
Oxford Street Shelter (42-304)	1,750,524	1,837,524	3,396,554	3,631,813	3,676,813	3,676,813
Family Shelter (42-305)	562,492	743,989	1,627,980	1,589,784	1,589,784	1,589,784
Total	9,913,238	10,286,860	13,023,375	13,072,747	13,167,747	13,167,747
Less Revenues	(5,276,465)	(5,517,167)	(7,735,596)	(8,065,096)	(8,065,096)	(8,065,096)
Net Department Total	4,636,773	4,769,693	5,287,779	5,007,651	5,102,651	5,102,651

Barron Center

The Barron Center, a division of the Department of Health & Human Services, is the state's second largest long-term care nursing facility. The former Portland City Hospital serves the residents of Portland and the surrounding communities. The Barron Center's three major funding sources are the MaineCare (Medicaid) Program, the Medicare Program, and private insurances. The Barron Center consists of nine programs.

The Barron Center provides comprehensive health care services to individuals in need, recognizing the unique value of each person with the purpose of preserving and enhancing the individual's quality of life. The Barron Center is a 219 bed skilled rehabilitation and nursing facility, including a 50-bed specialty unit for the care of dementia. The Center provides speech, occupational and physical therapy services, and short and long term nursing care services in addition to end of life and hospice services.

The staff includes 246.8 full-time equivalent positions made up of over 300 individuals at any time. FY20 personnel changes includes 1.8 new position requests, as well as the transfer of the Director of Elder Affairs from HHS Administration to the Office of Elder Affairs.

The FY20 budget, as with FY19, is based upon an estimated 80.0% patient occupancy rate. FY20 expenditures have increased \$317,346 or 2.0%, while estimated revenues have increased \$882,769 or 4.7%; the general fund net decrease is \$565,423, or 18.9%.

Department Summary

Department: Barron Center

107-44-400

		FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown							
Payroll		11,632,243	11,230,498	12,240,395	12,031,667	12,031,667	12,031,667
Benefits		34,671	35,036	31,890	31,890	31,890	31,890
Administrative Services		89,603	96,173	104,330	104,330	104,330	104,330
Client Expenses		10,180	5,000	7,500	7,500	7,500	7,500
Contractual Services		1,296,515	1,150,014	1,190,432	1,190,432	1,190,432	1,190,432
Maintenance and Repair		137,245	139,905	136,470	136,470	136,470	136,470
Rentals		28,441	27,251	29,594	29,594	29,594	29,594
Supplies		1,907,573	1,808,310	1,891,634	1,891,634	1,891,634	1,891,634
Minor Capital Items		0	0	36,000	16,000	16,000	16,000
Utilities		435,087	410,920	424,387	424,387	424,387	424,387
Capital Outlay		59,065	106,005	84,065	84,065	84,065	84,065
Total		15,630,623	15,009,112	16,176,697	15,947,969	15,947,969	15,947,969
Summary by Division							
Barron Center Administration	(43-401)	1,813,320	1,683,701	1,822,560	1,822,560	1,822,560	1,822,560
Office of Elder Affairs	(43-402)	253,031	259,941	299,717	383,786	383,786	383,786
Therapeutic Recreation	(43-403)	279,122	221,206	293,584	293,584	293,584	293,584
Nursing Administration	(43-404)	1,542,940	1,434,636	1,639,099	1,606,574	1,606,574	1,606,574
Nursing Direct Care	(43-405)	6,589,155	6,376,364	6,854,666	6,634,928	6,634,928	6,634,928
Nutrition & Supply	(43-406)	2,929,588	2,823,357	2,961,146	2,900,612	2,900,612	2,900,612
Environmental Services	(43-407)	1,092,417	1,087,115	1,117,071	1,117,071	1,117,071	1,117,071
Housekeeping	(43-408)	597,997	595,361	641,406	641,406	641,406	641,406
Laundry Services	(43-409)	533,053	527,431	547,448	547,448	547,448	547,448
Total		15,630,623	15,009,112	16,176,697	15,947,969	15,947,969	15,947,969
Less Revenues		(18,628,031)	(18,726,850)	(19,234,782)	(19,510,800)	(19,510,800)	(19,510,800)
Net Department Total		(2,997,408)	(3,717,738)	(3,058,085)	(3,562,831)	(3,562,831)	(3,562,831)

Office of Elder Affairs

Through the Office of Elder Affairs, the City provides the community with an Elder Advocate, who is available to work with any Portland senior who needs help. Assistance is provided in the form of senior information and referrals, adult day health services and community collaboration. The Adult Day Services program offers supportive, daytime care that enables individuals living alone or with family to remain at home. The City manages a specialized program for clients with Alzheimer's disease or related dementias, and provides much-needed respite for caregivers.

The Office of Elder Affairs also collaborates with the Elder Abuse Institute of Maine to provide transitional housing and support services for elderly victims of abuse through the Martha's Cottage Project.

The FY20 expenditure budget for the Office of Elder Affairs is increasing by \$130,755, or 51.7%; this increase is largely due to a department staffing reorganization. The FY20 personnel changes include the transfer of the Director of Elder Affairs position from HHS Administration, as well as the addition of a new 0.8 CNA FTE. Program revenue is increasing \$55,196, or 22.0%.

Division Summary

Department: Barron Center	Division: Office of Elder Affairs				Account: 10744402	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	214,761	214,571	253,317	337,386	337,386	337,386
Administrative Services	3,000	3,000	3,000	3,000	3,000	3,000
Contractual Services	6,325	6,325	6,325	6,325	6,325	6,325
Supplies	28,645	35,745	36,775	36,775	36,775	36,775
Utilities	300	300	300	300	300	300
Total	253,031	259,941	299,717	383,786	383,786	383,786
Less Revenues	(251,258)	(289,280)	(306,454)	(306,454)	(306,454)	(306,454)
Net Division Total	1,773	(29,339)	(6,737)	77,332	77,332	77,332

Nursing Direct Care

Nursing Direct Care is comprised of six nursing units: Zolov, 2 North, 2 South, 3 North, 3 South, and Barron Center (BC) II. Each nursing unit focuses in a specialized form of care:

- The Zolov Unit, located on the main floor of the facility, is a 25-bed unit for short-term rehabilitation and more intensive-care residents.
- 2 North is a 36-bed unit located on the second floor. The majority of these patients have long-term skilled nursing needs requiring higher levels of professional staff to meet their clinical needs.
- 2 South is a 36-bed unit located on the second floor. The dementia residents (continuing care dementia) on this unit are the most labor intensive, and are often completely dependent on nursing care services as a result of their specific disease process.
- 3 North and 3 South are both 36-bed units located on the third floor, which are traditional long-term care units.
- BC II is a 50-bed unit, managed as five 10-bed "neighborhoods", which provides Alzheimer related services. BC II residents are highly mobile and require unique staffing considerations.

The FY20 budget for Nursing Direct Care budget, consisting only of wages, has an increase of \$45,773, or 0.7%. This budget includes general annual wage increases, and a reduction in overtime expense.

Division Summary

Department: Barron Center	Division: Nursing Direct Care					Account: 10744405
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	6,589,155	6,376,364	6,854,666	6,634,928	6,634,928	6,634,928
Total	6,589,155	6,376,364	6,854,666	6,634,928	6,634,928	6,634,928

Debt Service

The Debt Service account provides for the payment of the principal and interest on the City's outstanding General Obligation Bonds, as well as the cost for the current-year bond issuance. Department revenue is from reimbursed bond costs, primarily from the City's enterprise funds and the School Department.

The FY20 budget includes Lyseth Elementary School renovations and TIF revenue reimbursement. The FY20 net budget is increasing \$518,010 or 2.0%.

Department Summary

Department: Debt Service

100-47

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Contractual Services	731,500	731,500	730,500	730,500	730,500	730,500
Debt Service	41,086,536	41,086,536	44,587,532	44,357,298	44,357,298	44,357,298
Total	41,818,036	41,818,036	45,318,032	45,087,798	45,087,798	45,087,798
Less Revenues	(16,979,744)	(16,964,420)	(18,731,496)	(19,731,496)	(19,731,496)	(19,731,496)
Net Department Total	24,838,292	24,853,616	26,586,536	25,356,302	25,356,302	25,356,302

Public Library

Portland Public Library is a general-purpose library system that serves Portland and the surrounding region. Portland Public Library (PPL) provides a wide array of collections, programs, and services to 80,000 patrons through four locations, the bookmobile, and the outreach service to low-mobility community members, as well as 24/7 access through our “virtual branch” on its website.

The Portland Public Library is a trusted educational leader and multifaceted community resource in Portland. PPL welcomes everyone, and provides exciting and meaningful opportunities to children and families, and to teens and adults as lifelong learners. PPL is also frequently accessed by those on the margins – the economically challenged, those in recovery or newly release from incarceration, new Mainers, our aging population, and others in transition. In addition to collections of over 360,000 and more extensive online resources, the Library offers over 1,000 programs each year for citizens to engage in education, entertainment, important conversations about issues in the community, tutoring, training in workforce skills, and other opportunities for growth.

Portland Public Library is an independent 501(c)(3) non-profit organization, governed by a Board of Trustees. PPL finances all of its collections, programs, and outreach through an Annual Campaign, operational grants, fees, and endowment income. The City of Portland owns the land and buildings in which the Library operates its public locations. Municipal support from the City of Portland, Cumberland County, and the Maine State Library is directed solely to the infrastructure needs of these buildings and the salaries of Library employees.

This budget reflects the City’s contribution to the Library; the FY20 budget increased \$116,550, or 2.9%.

Department Summary

Department: Public Library

100-48

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	2,890,000	2,890,000	2,982,600	2,982,600	2,982,600	2,982,600
Benefits	500,000	500,000	605,000	605,000	605,000	605,000
Contributions	672,000	672,000	768,157	590,950	590,950	590,950
Total	4,062,000	4,062,000	4,355,757	4,178,550	4,178,550	4,178,550

Pension

The City makes contributions for the future retirement of employees and disability payments.

The City has two separate defined benefit pension plans. Full retirement benefits are available to non-Public Safety employees with 25 years of service at age 60 (or at age 65 after July 1, 2014), and Public Safety employees with 25 years of service. There is also a plan covering grandfathered Public Safety employees with 20 years of service. Contributions to the Maine Public Employees Retirement System (MainePERS) are made by both the employee and the City. Generally, participants are vested after five creditable years of service.

Employees also have the choice of an International City Management Association Retirement Corporation (ICMA RC) 401(a) defined contribution plan.

Department Summary

Department: Pension

100-51

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Benefits	8,126,801	8,054,444	8,398,292	8,398,292	8,398,292	8,398,292
Total	8,126,801	8,054,444	8,398,292	8,398,292	8,398,292	8,398,292
Less Revenues	(1,040,517)	(830,919)	(1,122,706)	(1,127,244)	(1,127,244)	(1,127,244)
Net Department Total	7,086,284	7,223,525	7,275,586	7,271,048	7,271,048	7,271,048

Employee Benefits

The Employee Benefits account consists of the following divisions: Health Insurance Program, Workers' Compensation, FICA, Group Life Insurance, and Unemployment. Since all benefit costs for the City are budgeted for in one account, this budget is considered a non-departmental budget. The Department of Human Resources has oversight responsibility.

Department Summary

Department: Employee Benefits

100-52

		FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown							
Benefits		20,623,801	20,500,908	20,279,926	20,279,926	20,279,926	20,292,499
Administrative Services		612,698	869,072	983,239	983,239	983,239	983,239
Contractual Services		958,465	1,111,914	1,324,087	1,054,087	1,054,087	1,054,087
Rentals		11,736	11,676	12,084	12,084	12,084	12,084
Insurance		981,760	1,016,610	1,500,782	950,782	950,782	950,782
Utilities		1,420	1,326	1,420	1,420	1,420	1,420
Contributions		151,775	151,775	151,775	151,775	151,775	151,775
Total		23,341,655	23,663,281	24,253,313	23,433,313	23,433,313	23,445,886
Summary by Division							
Health Insurance Program	(52-200)	20,110,956	20,027,909	19,936,320	19,936,320	19,936,320	19,948,893
Workers' Compensation	(52-300)	1,786,778	2,231,451	2,873,072	2,053,072	2,053,072	2,053,072
FICA	(52-400)	1,138,099	1,138,099	1,138,099	1,138,099	1,138,099	1,138,099
Group Life Insurance	(52-500)	205,822	205,822	205,822	205,822	205,822	205,822
Unemployment	(52-600)	100,000	60,000	100,000	100,000	100,000	100,000
Total		23,341,655	23,663,281	24,253,313	23,433,313	23,433,313	23,445,886
Less Revenues		(6,253,218)	(6,112,026)	(6,495,764)	(6,513,614)	(6,513,614)	(6,513,614)
Net Department Total		17,088,437	17,551,255	17,757,549	16,919,699	16,919,699	16,932,272

Health Insurance Program

The Health Insurance Account provides funding for the City's self-insured health plan. The City picks up the full cost of medical individual and family coverage for full-time grandfathered employees. For all remaining full-time employees, the City picks up 85% of employee only costs, 72% of employee and child(ren) costs, 69% of employee and adult costs and 65% of family costs.

During FY17, the City introduced a new voluntary wellness program, aimed at improving health and well-being of employees by achieving healthier living. Participation in the program's five wellness activities provides an incentive at the beginning of each plan year for employees to reduce or eliminate the employee only 15% share of costs.

Claim payments are made by a third-party administrator.

Division Summary

Department: Employee Benefits	Division: Health Insurance Program				Account: 10052200	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Benefits	19,179,880	19,096,987	18,836,005	18,836,005	18,836,005	18,848,578
Administrative Services	917,920	917,920	1,086,811	1,086,811	1,086,811	1,086,811
Rentals	11,736	11,676	12,084	12,084	12,084	12,084
Utilities	1,420	1,326	1,420	1,420	1,420	1,420
Total	20,110,956	20,027,909	19,936,320	19,936,320	19,936,320	19,948,893
Less Revenues	(5,691,657)	(5,710,284)	(6,019,022)	(6,031,640)	(6,031,640)	(6,031,640)
Net Division Total	14,419,299	14,317,625	13,917,298	13,904,680	13,904,680	13,917,253

Workers' Compensation

The City is self-insured under the provisions of the Maine Workers' Compensation Act. Our third-party administrator, Maine Municipal Association, processes all claims and maintains files, and provides WC Board filing of notices. Monthly reports are received from MMA outlining payments made for medical, legal, indemnity and other expenditures on open claims. This account includes all the aforementioned payments as well as administration fees charged based on claims activity. When applicable, this account also carries the debt payments on bonds purchased for the settlement of on-going WC claims. The Risk Prevention line, which funds the City's Drug and Alcohol Testing program, is also a function of this budget.

Division Summary

Department: Employee Benefits	Division: Workers' Compensation				Account: 10052300	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Administrative Services	(305,222)	(48,848)	(103,572)	(103,572)	(103,572)	(103,572)
Contractual Services	958,465	1,111,914	1,324,087	1,054,087	1,054,087	1,054,087
Insurance	981,760	1,016,610	1,500,782	950,782	950,782	950,782
Contributions	151,775	151,775	151,775	151,775	151,775	151,775
Total	1,786,778	2,231,451	2,873,072	2,053,072	2,053,072	2,053,072
Less Revenues	(434,819)	(275,000)	(350,000)	(350,000)	(350,000)	(350,000)
Net Division Total	1,351,959	1,956,451	2,523,072	1,703,072	1,703,072	1,703,072

Group Life Insurance

The Group Life Insurance account pays the full cost of this insurance for qualified retirees, Police, Fire and EMS. The City's contributions are based on the employee's actual wages. The wages are multiplied by the applicable insurance rate per \$1,000. This program is administered by the Maine Public Employees Retirement System (MainePERS).

All other City employees pay the entire cost of life insurance.

The revenues received are from inter-fund transfers to the Jetport for the cost of the group life insurance contributions paid on the public safety employees assigned to the Air Rescue Station and Jetport Security forces.

Division Summary

Department: Employee Benefits	Division: Group Life Insurance				Account: 10052500	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Benefits	205,822	205,822	205,822	205,822	205,822	205,822
Total	205,822	205,822	205,822	205,822	205,822	205,822
Less Revenues	(6,775)	(6,775)	(6,775)	(6,775)	(6,775)	(6,775)
Net Division Total	199,047	199,047	199,047	199,047	199,047	199,047

Contingency

The Contingency account provides funds which are set aside as a necessary provision for meeting unforeseen contingencies and emergencies which may arise during the year. Expenditures for contingencies arising in the implementation of the policies and work programs established by the City Council are authorized by the City Manager.

Department Summary

Department: Contingency

100-61

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Administrative Services	850	24,895	895	895	895	895
Contractual Services	275,000	263,000	275,000	249,105	249,105	249,105
Total	275,850	287,895	275,895	250,000	250,000	250,000

General Liability Insurance

This account funds the City's self-insurance program, including the defense and/or settlement of claims against the City, and repair of damage to City property. In addition, the City purchases insurance policies to cover property and liability exposures with limits set forth in the Maine Tort Claims Act. Claims are processed in-house in the legal department through Maine Municipal Association's (MMA) property and casualty pool.

Insurance premiums are charged to enterprise funds for buildings and contents, boiler, crime bond, airport and marine coverage. Revenue is also derived through subrogation to third parties for damage to City property.

Department Summary

Department: General Liability Insurance

100-62

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Administrative Services	5,700	5,700	5,700	5,700	5,700	5,700
Insurance	768,758	766,758	833,625	833,625	833,625	833,625
Total	774,458	772,458	839,325	839,325	839,325	839,325
Less Revenues	(154,587)	(179,359)	(177,918)	(177,918)	(177,918)	(177,918)
Net Department Total	619,871	593,099	661,407	661,407	661,407	661,407

County Tax

County tax is assessed to each municipality by the county in which it resides. Distribution of the tax burden is made on the basis of the valuation of a municipality as determined by the State Board of Equalization. Portland's share of Cumberland County tax in FY20 has increased by \$351,471 or 5.6%.

	2018 State Certified Valuation	2018 Tax	2019 State Certified Valuation	2019 Tax	% Tax Change
Baldwin	\$156,800,000	\$108,967	\$163,550,000	\$112,103	2.88%
Bridgeton	996,400,000	692,437	1,062,850,000	728,506	5.21%
Brunswick	2,252,400,000	1,565,279	2,319,900,000	1,590,123	1.59%
Cape Elizabeth	1,980,850,000	1,376,569	2,125,200,000	1,456,670	5.82%
Casco	648,250,000	450,494	680,050,000	466,125	3.47%
Chebeague Island	192,150,000	133,532	218,150,000	149,526	11.98%
Cumberland	1,264,650,000	878,854	1,328,750,000	910,761	3.63%
Falmouth	2,401,350,000	1,668,790	2,532,600,000	1,735,913	4.02%
Freeport	1,595,900,000	1,109,052	1,739,650,000	1,192,404	7.52%
Frye Island	152,500,000	105,978	157,250,000	107,783	1.70%
Gorham	1,682,600,000	1,169,303	1,806,250,000	1,238,053	5.88%
Gray	928,000,000	644,903	1,029,500,000	705,647	9.42%
Harpwell	1,896,600,000	1,318,020	1,931,200,000	1,323,697	0.43%
Harrison	528,600,000	367,344	536,000,000	367,389	0.01%
Long Island	166,150,000	115,464	174,150,000	119,367	3.38%
Naples	773,550,000	537,570	831,600,000	570,001	6.03%
New Gloucester	505,350,000	351,187	557,400,000	382,057	8.79%
North Yarmouth	484,450,000	336,663	528,500,000	362,248	7.60%
Portland	9,049,500,000	6,288,845	9,687,850,000	6,640,316	5.59%
Pownal	245,150,000	170,364	259,450,000	177,834	4.38%
Raymond	1,067,550,000	741,881	1,150,200,000	788,378	6.27%
Scarborough	4,068,100,000	2,827,079	4,313,600,000	2,956,659	4.58%
Sebago	380,850,000	264,667	396,200,000	271,566	2.61%
South Portland	4,008,550,000	2,785,695	4,308,100,000	2,952,889	6.00%
Standish	1,054,250,000	732,639	1,103,700,000	756,506	3.26%
Westbrook	2,017,700,000	1,402,177	2,144,350,000	1,469,796	4.82%
Windham	1,916,750,000	1,332,023	2,095,000,000	1,435,970	7.80%
Yarmouth	1,635,900,000	1,136,850	1,711,350,000	1,173,006	3.18%
Total	\$44,050,850,000	\$30,612,626	\$46,892,350,000	\$32,141,293	4.99%

Department Summary

Department: County Tax

100-63

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Contributions	6,288,845	6,288,845	6,602,268	6,640,316	6,640,316	6,640,316
Total	6,288,845	6,288,845	6,602,268	6,640,316	6,640,316	6,640,316

Memberships / Other

The Memberships account provides for City membership in various professional and governmental organizations whose purpose is to provide services and information to the City. A significant portion of this budget is comprised of the Metro subsidy.

Department Summary

Department: Memberships / Other

100-65

		FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown							
Contractual Services		50,000	50,392	50,000	50,000	50,000	50,000
Contributions		3,139,939	3,136,206	3,220,162	3,253,640	3,253,640	3,253,640
Total		3,189,939	3,186,598	3,270,162	3,303,640	3,303,640	3,303,640
Summary by Division							
Transit District	(65-200)	2,713,649	2,709,916	2,787,772	2,787,772	2,787,772	2,787,772
Regional Transportation	(65-300)	72,380	72,380	78,480	78,480	78,480	78,480
Memberships - Miscellaneous	(65-400)	403,910	404,302	403,910	437,388	437,388	437,388
Total		3,189,939	3,186,598	3,270,162	3,303,640	3,303,640	3,303,640
Less Revenues		0	0	0	(302,717)	(302,717)	(302,717)
Net Department Total		3,189,939	3,186,598	3,270,162	3,000,923	3,000,923	3,000,923

Transit District (Metro)

The Transit District account provides subsidy support to the Greater Portland Transit District, better known as Metro.

The Greater Portland Transit District is a shared venture to provide public transportation services to the residents of the municipalities it serves, serving the communities of Brunswick, Falmouth, Freeport, Gorham, Portland, South Portland, Westbrook, and Yarmouth. Metro works with the Portland Area Comprehensive Transportation System (PACTS), the Greater Portland Council of Governments (GPCOG), multiple partner transit agencies, and member communities to implement a coordinated regional transit system.

A Board of Directors manages the transit district. The Board of Directors has responsibility for budgeting and financing. During the course of early 2019, Metro will be working with the communities of Brunswick, Freeport and Yarmouth to move the Metro BREEZ project from its pilot phase to permanence. This also entails bringing these communities onto the Metro Board of Directors as full members who also contribute their fair portion of the agency's fixed and overhead costs. The district's operating and capital expenditures, including debt service, are financed by state and federal grants received directly by the district, fares, and assessments of member communities.

The FY20 City's Metro budget has increased by \$74,123 or 2.7%. The FY20 new revenue represents a TIF reimbursement. Portland residents will continue to benefit from a mid-2018 expansion of METRO transit service.

Division Summary

Department: Memberships / Other	Division: Transit District (Metro)					Account: 10065200
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Contributions	2,713,649	2,709,916	2,787,772	2,787,772	2,787,772	2,787,772
Total	2,713,649	2,709,916	2,787,772	2,787,772	2,787,772	2,787,772
Less Revenues	0	0	0	(302,717)	(302,717)	(302,717)
Net Division Total	2,713,649	2,709,916	2,787,772	2,485,055	2,485,055	2,485,055

Regional Transportation

The Regional Transportation Program (RTP) provides para-transit services to the City on a contractual basis, for individuals unable to use public transportation (METRO), in accordance with the American with Disabilities Act (ADA). RTP services the cities of Portland, South Portland, Falmouth and Westbrook, with the cost apportioned based on ridership.

Division Summary

Department: Memberships / Other **Division:** Regional Transportation **Account:** 10065300

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Contributions	72,380	72,380	78,480	78,480	78,480	78,480
Total	72,380	72,380	78,480	78,480	78,480	78,480

Memberships - Miscellaneous

The Memberships account provides for City membership in various professional and governmental organizations whose purpose is to provide services and information to the City. This year's budget includes funding for the Greater Portland Council of Governments, Community Television Network, the Maine Municipal Association, the Board of Harbor Commissioners, Peaks Island Council, the HOME Team, and Community Counseling for TIP Program.

Division Summary

Department: Memberships / Other **Division:** Memberships - Miscellaneous **Account:** 10065400

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Contractual Services	50,000	50,392	50,000	50,000	50,000	50,000
Contributions	353,910	353,910	353,910	387,388	387,388	387,388
Total	403,910	404,302	403,910	437,388	437,388	437,388

Wage Adjustment

The Wage Adjustment account provides a wage reserve, which may result from scheduled union contract negotiations or other personnel compensation modifications.

Department Summary

Department: Wage Adjustment

100-67

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	60,000	0	50,000	(165,000)	(165,000)	(165,000)
Total	60,000	0	50,000	(165,000)	(165,000)	(165,000)

Portland, Maine



Yes. Life's good here.

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Key Revenues and Expenses

Revenues

FISH PIER

The Fish Pier Authority is a segregated budget that maintains the Portland Fish Pier and keeps its own fund balance. Administered by the Fish Pier Authority board, this fund receives revenues from leases and parking on the pier. Revenue generated by fish pier operations is required to be used to support the pier maintenance and capital improvements, as well as supporting the Portland Fish Exchange auction.

SEWER FUND

100% of the revenues generated by the Sewer Fund are from sewer user fees. The Portland Water District bills the City's residents and businesses for water and sewer. The sewer portion is based upon water volume.

On July 1, 2019, the FY20 sewer user fee increases to \$10.40 per hundred cubic feet (hcf). This is an increase of \$0.45 over the FY19 rate of \$9.95 per hcf, an increase of 4.5%.

In FY20, approximately 78.5% of the Sewer Fund budget is allocated for debt service and assessment fees to the Water District.

STORMWATER FUND

The Stormwater program / rate began mid-year FY16 on January 1, 2016; Stormwater related services separated from the Sewer Fund as part of an effort to achieve greater fairness in paying stormwater costs among its' users, allowing more equitable distribution of user costs which are based on impervious area.

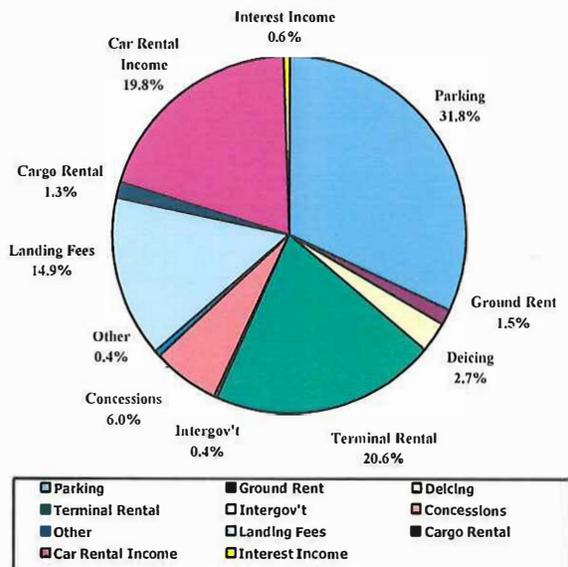
The FY20 stormwater service charge remains unchanged July 1, 2019 at \$6.30/month per 1,200 square feet of impervious surface. The City maintains the Stormwater billing system.

The collected funds from the sewer user fees and stormwater service charges are used to maintain and improve the City's infrastructure, and to fund projects related to the Department of Environmental Protection's ("DEP") mandated Combined Sewer Overflow ("CSO") requirements. The capital cost estimate of these projects totals several hundred million over an approximate 20 year time period.

JETPORT

The Jetport is ranked by the Federal Aviation Administration as the 92nd largest airport in the United States based on enplanements as of calendar year 2018. During 2018, more than 1.8 million passengers flew into and out of the Jetport. The Jetport is served by five major airlines: American Airlines, Delta Airlines, JetBlue Airways, Southwest Airlines, and United Airlines, along with their regional partners.

Jetport Revenues



Note: Due to rounding, totals may not equal 100%

Airlines pay terminal rental and landing fees based on Jetport cost center expenses. Airline revenues account for approximately 34% of the Jetport's total FY20 revenue, with parking, rental cars, concessions, ground rent, and miscellaneous revenue providing the other 66%.

Rental cars are provided on-site by Alamo, Avis, Budget, Dollar, Enterprise, Hertz, and National. Each agency pays a fee for parking ready spaces, counter space, and commission on gross sales to the Jetport. In FY20, car rental agency income is expected to draw 30% of the non-airline revenue. Parking, representing 48% of non-airline revenue, is contracted out to a private management company, which remits the net revenues generated by the parking operations on a monthly basis.

A brief description of each of these operations follows.

FISH PIER

The Fish Pier Authority is a segregated budget that maintains the Portland Fish Pier and keeps its own fund balance. The Fish Pier falls under the direction of the Public Buildings and Waterfront department. The Pier was deeded to the City in 1984 by the State to use in support of commercial fishing activities.

SEWER FUND

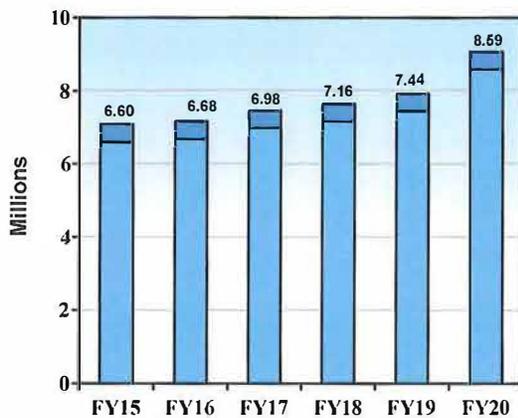
The principal function of the Sewer Fund is to account for the sewer services to the City residents and business establishments. The City is also served by the Portland Water District (PWD), a wholly separate quasi-municipal entity, whose operations are not part of the City for treatment of its wastewater. The City owns and maintains the infrastructure sewer lines and is responsible for the cost of their maintenance, improvements and expansion. The PWD owns and operates a treatment plant for sewage delivered to the plant by the City, for which the City pays a monthly fee. The City is responsible for the entire debt service required to finance the PWD's treatment plant in Portland.

STORMWATER FUND

The principal function of the Stormwater fund is to account for operating, maintaining, and meeting the capital costs requirements of the City of Portland stormwater and combined sewer infrastructure systems. The City of Portland maintains 129 miles of stormwater infrastructure, 141 miles of combined sewer systems, 96 miles of sanitary sewer, 9 sewer-pumping stations, and approximately 15,000 other structures that help to move and treat stormwater.

The city is also responsible for the capital costs necessary to maintain the system and the development and redevelopment of properties within the city and for meeting State and Federal mandates regarding the quality of streams and tidal waters within its jurisdiction.

Jetport Parking Division Income



Note: FY19 and FY20 are estimated amounts

The Airfield Deicing Facility is a net zero cost operation, with all costs initially paid by the Jetport and then reimbursed by airlines for services rendered.

All revenues generated by the Jetport are dedicated, meaning that any excess of revenue after expenses have been paid at year-end must remain in the Jetport fund to be used for future expansion or major capital improvement needs.

Expenditures

Enterprise Fund accounting is used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs of providing goods and services to the public be financed primarily through user charges. There are four enterprise funds administered by three departments of the City.

JETPORT

The Jetport Fund is responsible for the operation and maintenance of the Portland International Jetport. The Jetport serves as a vital transportation link to the City of Portland and the entire southern region of Maine. Passenger enplanements have increased from approximately 250,111 passengers annually in 1980 to 1,062,873 for the calendar year 2018.

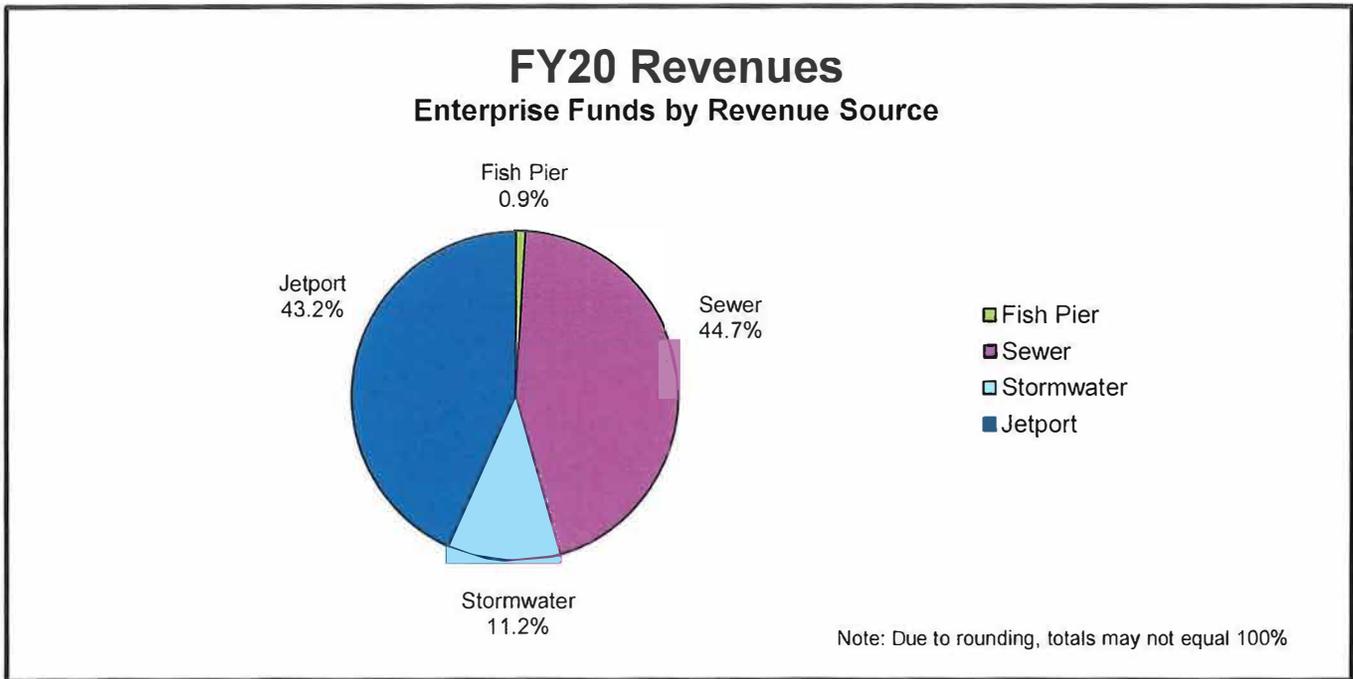
The Jetport's major expenses include the terminal building, operation of the Jetport Parking division, and maintenance of the Airfield runways, taxiways and aprons. Other central expenses include security, administrative, and marketing costs.

City of Portland, Maine
Comparative Statement of Revenues
For Enterprise Funds

Object	Account Title	Actual Revenues FY18	Estimated Revenues FY19	Projected Revenues FY19	Estimated Revenues FY20
Fish Pier Fund:					
341-000	Misc. Charges for Services	19,836	14,430	16,400	17,120
341-550	Berthing Income	29,376	29,376	28,900	29,376
363-150	Parking Income	304,990	324,422	311,900	330,226
363-250	Ground Rent	180,827	178,152	178,152	182,456
394-000	Fund Balance Appropriation	-	(148,167)	(100,639)	(170,499)
Total Fish Pier Fund:		\$535,029	\$398,213	\$434,713	\$388,679
Sewer Fund:					
321-040	Sewer Connects	7,611	17,900	13,000	13,000
327-000	Misc. Licenses and Permits	5,100	4,950	4,000	4,950
331-200	Federal Pass Thru Grants	1,775	-	-	-
341-000	Misc. Charges for Services	23,543	5,000	15,000	15,000
341-700	Lien and Foreclosure Cost	13,601	10,000	8,000	10,000
344-100	Residential Sewer Fees	13,470,742	14,360,496	14,550,000	15,009,966
344-200	Commercial Sewer Fees	8,169,263	8,490,504	8,700,000	8,874,497
344-300	Industrial Sewer Fees	1,571,101	1,677,962	1,650,000	1,735,976
344-400	Governmental Sewer Fees	871,545	908,694	895,000	949,791
344-500	Commercial Surcharge Inc.	120,907	100,400	160,000	100,400
344-600	Industrial Surcharge Inc.	271,378	300,000	225,000	300,000
361-000	Interest Income	88,139	50,000	150,000	50,000
361-300	Interest / Penalty Delinquencies	11,071	5,000	5,000	500
391-000	Operating Transfers In	-	-	20,000	54,240
394-000	Fund Balance Appropriation	-	29,399	(870,128)	(424,085)
395-000	Enterprise Fund Charges	226,342	238,931	238,931	247,667
398-000	Misc. Reimbursements	-	54,254	35,000	-
398-010	Fringe Benefits	87,255	68,037	68,037	90,671
Total Sewer Fund:		\$24,939,373	\$26,321,527	\$25,866,840	\$27,032,572
Stormwater Fund:					
341-000	Misc. Charges for Services	40	-	-	-
344-650	Stormwater User Fees	6,523,043	6,933,125	6,750,000	6,933,125
344-651	Stormwater Credit	-	(103,997)	0	(103,997)
361-000	Interest Income	63,941	35,000	75,000	35,000
391-000	Operating Transfers In	-	-	12,974	13,297
394-000	Fund Balance Appropriation	-	(4,117,488)	(4,112,343)	(4,088,588)
398-000	Misc. Reimbursements	-	12,974	7,500	-
Total Stormwater Fund:		\$6,587,024	\$2,759,614	\$2,733,131	\$2,788,837
Jetport Fund:					
331-200	Federal Pass Thru Grants	126,868	116,800	116,800	117,968
341-000	Misc. Charges for Services	887,744	841,195	841,195	830,353
361-000	Interest Income	260,170	160,000	160,000	161,600

City of Portland, Maine
Comparative Statement of Revenues
For Enterprise Funds

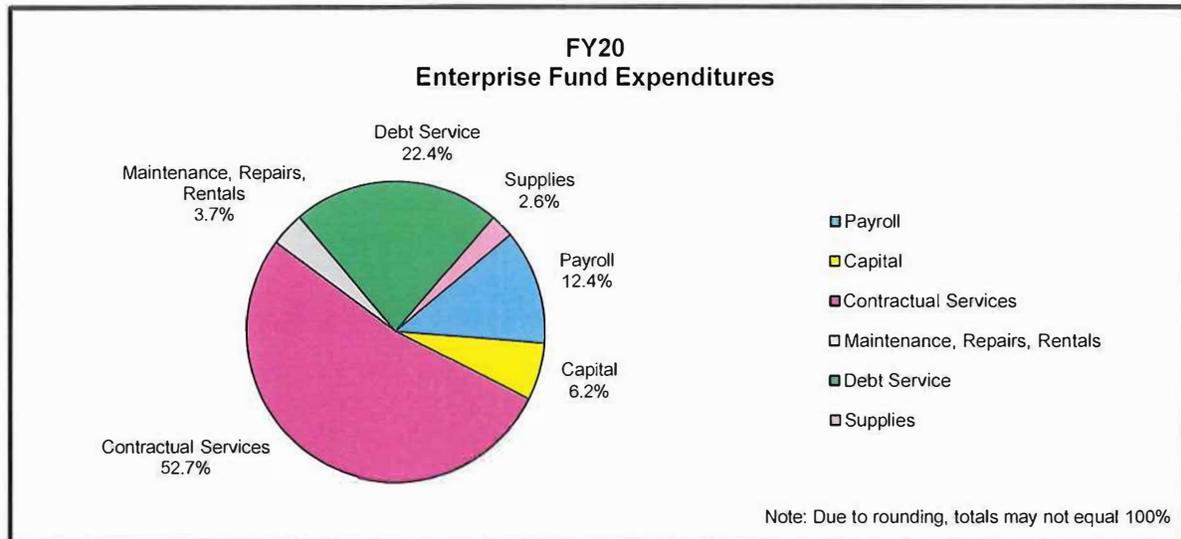
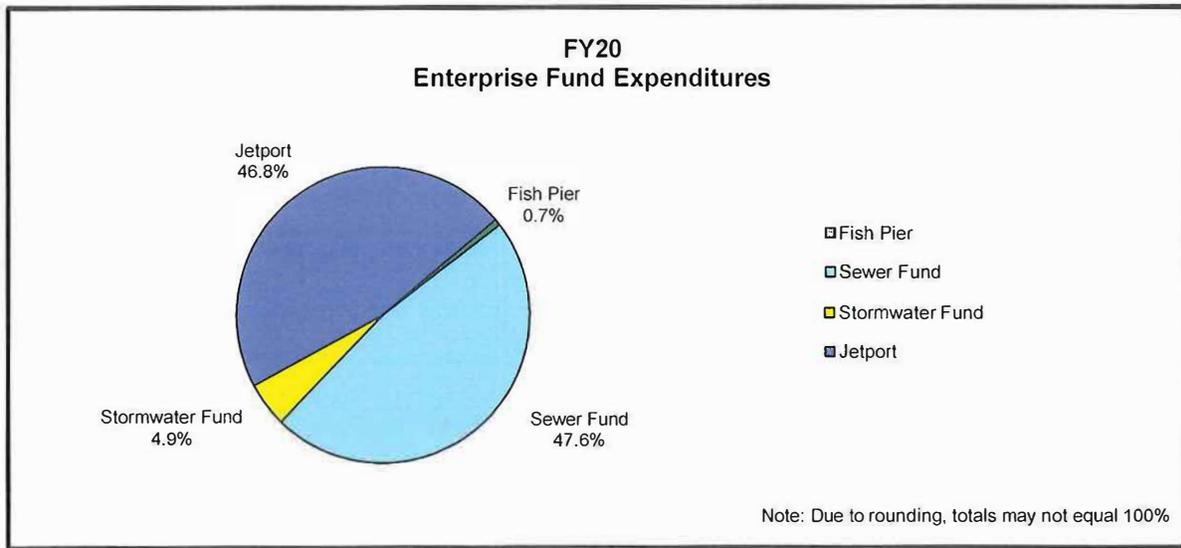
Object	Account Title	Actual Revenues FY18	Estimated Revenues FY19	Projected Revenues FY19	Estimated Revenues FY20
Jetport Fund <i>Continued</i>					
363-150	Parking Income	7,039,830	7,283,412	7,316,403	8,461,804
363-200	Concessions	1,498,975	1,574,500	1,574,500	1,590,245
363-250	Ground Rent	377,028	385,901	385,901	385,902
363-300	Landing Fees	3,377,084	3,865,689	3,908,411	3,958,420
363-350	Terminal Rental	4,717,376	4,977,691	5,075,516	5,486,279
363-400	Commissions - Car Rentals	4,479,029	4,419,944	4,794,000	5,095,116
363-450	Car-Service Facility	33,006	33,256	33,256	33,921
363-470	Car Rental - Terminal Use	123,238	123,238	123,238	123,238
363-480	Cargo Revenue	362,920	331,121	331,121	333,429
Total Jetport Fund:		\$23,283,268	\$24,112,747	\$24,660,341	\$26,578,275
TOTAL ENTERPRISE FUND REVENUES:		\$55,344,694	\$53,592,101	\$53,695,025	\$56,788,363



**CITY OF PORTLAND, MAINE
FY20 Annual Budget**

Departmental Budget Summary By Expenditure Category

Account Number	Account Title	Payroll	Contractual Services	Maint. / Repairs & Rentals	Supplies	Capital	Debt Service	Total
530	Fish Pier	32,000	105,693	225,000	13,500	0	12,486	388,679
570	Sewer Fund	2,274,391	15,784,408	476,285	273,701	300,000	7,923,788	27,032,572
571	Stormwater Fund	982,030	841,249	147,117	143,020	0	675,421	2,788,837
583	Jetport	3,749,872	13,173,863	1,247,990	1,039,092	3,232,645	4,134,813	26,578,275
Total Enterprise Funds:		\$7,038,292	\$29,905,213	\$2,096,391	\$1,469,313	\$3,532,645	\$12,746,508	\$56,788,363



Fish Pier Authority

The Fish Pier Authority, a quasi-municipal corporation, was created in 1989 to operate the eighteen-acre site. The pier is home to the City owned Portland Fish Exchange, the first public auction site for fresh seafood in the nation.

The bylaws of the Fish Pier Authority require that all revenue generated from the Fish Pier operations must stay with the Authority.

As an Enterprise Fund, expenditures and revenues net to zero.

Department Summary

Department: Public Buildings & Waterfront

530-35

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	32,000	32,000	32,000	32,000	32,000	32,000
Administrative Services	7,842	7,842	7,842	14,594	14,594	14,594
Contractual Services	44,619	44,619	42,676	42,676	42,676	42,676
Maintenance and Repair	235,000	268,500	225,000	225,000	225,000	225,000
Insurance	13,440	13,440	13,119	13,119	13,119	13,119
Supplies	13,500	13,500	13,500	13,500	13,500	13,500
Utilities	35,304	38,304	35,304	35,304	35,304	35,304
Debt Service	16,508	16,508	12,486	12,486	12,486	12,486
Total	398,213	434,713	381,927	388,679	388,679	388,679
Less Revenues	(398,213)	(434,713)	(381,927)	(388,679)	(388,679)	(388,679)
Net Department Total	0	0	0	0	0	0

Sewer Fund

The principal function of the Sewer Fund Enterprise is to account for the sewer services provided to City residents and business establishments. The Portland Water District, not a city managed department, owns and operates the wastewater treatment plant for which the Sewer Fund pays a monthly fee. The City owns and maintains the infrastructure sewer lines and is responsible for the costs of maintenance, improvements, and expansion.

All users of the system pay monthly or quarterly fees, based upon water volume, to support the expenses of the fund.

The Sewer Fund expenditures increased \$711,045, or 2.7%. The FY20 budget primary expenditure changes includes increases in the PWD Assessment and Sewer Fund Debt Service budgets, and a decrease in the Sewer Districting budget.

Department Summary

Department: Sewer Finance / Public Works

570

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	2,130,270	2,127,810	2,335,892	2,274,391	2,274,391	2,274,391
Benefits	984,419	737,862	996,546	998,752	998,752	998,752
Administrative Services	13,111,352	13,058,584	13,744,238	13,745,799	13,745,799	13,745,799
Contractual Services	1,476,659	1,283,920	1,477,103	897,103	897,103	897,103
Maintenance and Repair	510,278	535,995	359,220	359,220	359,220	359,220
Rentals	68,116	86,816	98,448	117,065	117,065	117,065
Insurance	30,795	39,520	30,729	30,729	30,729	30,729
Supplies	273,742	268,700	273,701	273,701	273,701	273,701
Utilities	120,828	112,565	112,024	112,024	112,024	112,024
Capital Outlay	35,000	35,000	550,000	300,000	300,000	300,000
Debt Service	7,580,068	7,580,068	7,923,788	7,923,788	7,923,788	7,923,788
Total	26,321,527	25,866,840	27,901,689	27,032,572	27,032,572	27,032,572
Summary by Division						
Sewer Finance (15-300)	134,810	136,045	141,938	141,938	141,938	141,938
Sewer Public Works Administration (31-100)	780,653	769,784	817,844	838,548	838,548	838,548
Sewer Districting (31-202)	3,019,206	2,855,550	3,420,967	2,637,279	2,637,279	2,637,279
Sewer Communications (31-204)	67,687	63,438	65,808	65,808	65,808	65,808
Sewer Engineering (31-303)	618,211	599,870	718,083	603,082	603,082	603,082
Sewer Debt Service (31-600)	7,745,068	7,745,068	8,088,788	8,088,788	8,088,788	8,088,788
Sewer Fringe Benefits (31-700)	1,493,120	1,264,833	1,510,622	1,519,490	1,519,490	1,519,490
Sewer PWD Assessment (31-800)	12,462,772	12,432,252	13,137,639	13,137,639	13,137,639	13,137,639
Total	26,321,527	25,866,840	27,901,689	27,032,572	27,032,572	27,032,572
Less Revenues	(26,321,527)	(25,866,840)	(27,901,689)	(27,032,572)	(27,032,572)	(27,032,572)
Net Department Total	0	0	0	0	0	0

Sewer Finance

This division's services are provided by the City's Finance Department. Finance provides billing and collection services, as well as lien processing for delinquent accounts. The Finance Department also maintains the financial records for the Sewer Fund and the computer network system.

The FY20 Sewer Finance division's increase of \$7,128, or 5.3%, is predominately related to general salary increases.

Division Summary

Department: Finance	Division: Sewer Finance				Account: 57015300	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	73,057	74,825	79,648	79,648	79,648	79,648
Administrative Services	5,433	5,100	5,820	5,820	5,820	5,820
Contractual Services	53,620	53,620	53,620	53,620	53,620	53,620
Supplies	2,700	2,500	2,850	2,850	2,850	2,850
Total	134,810	136,045	141,938	141,938	141,938	141,938

Sewer Public Works Administration

This division accounts for the associated costs incurred by the Department of Public Works administrative staff for sewer related activities.

The FY20 Administration expenditures show an increase of \$57,895, or 7.4%. Budget changes include personnel increases, technology implementations, and facility costs, partially offset by reductions in other lines.

Division Summary

Department: Public Works	Division: Sewer Public Works Administration				Account: 57031100	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	609,312	608,531	645,740	652,927	652,927	652,927
Benefits	5,580	3,000	3,192	3,192	3,192	3,192
Administrative Services	42,020	36,250	39,895	34,795	34,795	34,795
Contractual Services	48,450	40,650	30,750	30,750	30,750	30,750
Maintenance and Repairs	53,083	58,395	86,857	86,857	86,857	86,857
Rentals	1,008	1,008	1,060	19,677	19,677	19,677
Supplies	21,200	21,950	10,350	10,350	10,350	10,350
Total	780,653	769,784	817,844	838,548	838,548	838,548

Sewer PWD Assessment

The Assessment account provides for the monthly assessment from the Portland Water District (PWD) for the filtration plant operations.

Division Summary

Department: Public Works **Division:** Sewer PWD Assessment **Account:** 57031800

	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Administrative Services	12,462,772	12,432,252	13,137,639	13,137,639	13,137,639	13,137,639
Total	12,462,772	12,432,252	13,137,639	13,137,639	13,137,639	13,137,639

Stormwater Fund

The Stormwater Fund supports the expenditures needed to operate and maintain this critical infrastructure system, preventing pollutants from entering valued waterways as mandated by the federal Clean Water Act (CWA). The stormwater fee, implemented in January of 2016, was designed to disperse the program costs to all City property owners who benefit from the positive impacts of this investment; the Stormwater Fund separated from the Sewer Fund in FY16. The stormwater fee is based on the impervious area on a property.

The FY20 expenditures increased \$29,223, or 1.1%. The budget changes include an increase in Debt Service and a decrease in Stormwater Management division expenditures.

Department Summary

Department: Stormwater Finance / Public Works

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	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	928,636	947,188	1,000,595	982,030	982,030	982,030
Benefits	221,501	183,473	218,860	219,571	219,571	219,571
Administrative Services	162,971	151,899	178,422	179,219	179,219	179,219
Contractual Services	553,709	520,550	687,459	442,459	442,459	442,459
Maintenance and Repair	82,500	72,500	82,500	82,500	82,500	82,500
Rentals	25,000	35,000	46,000	64,617	64,617	64,617
Supplies	130,500	120,575	143,020	143,020	143,020	143,020
Capital Outlay	275,000	332,149	100,000	0	0	0
Debt Service	379,797	379,797	675,421	675,421	675,421	675,421
Total	2,759,614	2,743,131	3,132,277	2,788,837	2,788,837	2,788,837
Summary by Division						
Stormwater Finance Administration (15-100)	265,463	224,575	275,145	275,145	275,145	275,145
Stormwater Management (31-500)	1,817,499	1,879,932	1,888,217	1,543,268	1,543,268	1,543,268
Stormwater Debt Service (31-600)	389,797	389,797	685,421	685,421	685,421	685,421
Stormwater Fringe Benefits (31-700)	286,855	248,827	283,494	285,003	285,003	285,003
Total	2,759,614	2,743,131	3,132,277	2,788,837	2,788,837	2,788,837
Less Revenues	(2,759,614)	(2,743,131)	(3,132,277)	(2,788,837)	(2,788,837)	(2,788,837)
Net Department Total	0	0	0	0	0	0

Stormwater Management

The Stormwater Management division budget represents the costs to operate and maintain this critical infrastructure system, and to meet or exceed the Stormwater Management requirements of the Clean Water Act. The activities supported by this budget include proportional amounts of catch basin cleaning, ditch clearing, drainage system maintenance, materials disposal, fleet maintenance, and minor structural system repairs that are attributed to the stormwater versus the sewer system. This budget also includes the personnel and consulting service costs for "Small Municipal Separate Storm Sewer System" (MS4) compliance program development and administration, as well as the ongoing participation in the regional Interlocal Stormwater Working Group (ISWG) and anticipated payments towards the Long Creek Watershed Management Plan.

The Sweeping division removes materials such as litter, winter sand, leaves, debris and small particles from City streets. The Sweeping division performs street flushing, and clean up after special events (parades, New Year's celebration, etc.); their efforts promote cleanliness and help the City comply with stormwater quality regulations. Most Sweeping personnel work from 11:00 PM to 7:00 AM. The division provides for daytime sweeping in Parkside, in addition to the longstanding daytime operations on Munjoy Hill.

The FY20 expenditures are reduced by \$274,231, or 15.1%; CIP funds will be utilized to cover the costs of the FY20 capital outlay projects. Other budget changes include personnel increases, facility costs, and a reduction in contractual services.

Division Summary

Department: Public Works	Division: Stormwater Management				Account: 57131500	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	767,200	797,188	832,491	813,926	813,926	813,926
Benefits	2,700	2,700	3,420	3,420	3,420	3,420
Administrative Services	50,830	49,345	63,415	63,415	63,415	63,415
Contractual Services	488,769	475,050	622,521	377,520	377,520	377,520
Maintenance and Repairs	82,500	72,500	82,500	82,500	82,500	82,500
Rentals	25,000	35,000	46,000	64,617	64,617	64,617
Supplies	125,500	116,000	137,870	137,870	137,870	137,870
Capital Outlay	275,000	332,149	100,000	0	0	0
Total	1,817,499	1,879,932	1,888,217	1,543,268	1,543,268	1,543,268

Stormwater Debt Service

The Debt Service account provides for the stormwater fund's portion of the principal and interest on the City's outstanding general obligation bonds.

Division Summary

Department: Public Works	Division: Stormwater Debt Service				Account: 57131600	
	FY19	FY19	FY20	FY20	FY20	FY20
	Approp.	Projected Expend.	Department Submission	Manager's Recomm.	Finance Comm.	Final Allowance
Classification Breakdown						
Contractual Services	10,000	10,000	10,000	10,000	10,000	10,000
Debt Service	379,797	379,797	675,421	675,421	675,421	675,421
Total	389,797	389,797	685,421	685,421	685,421	685,421

Jetport Fund

The Portland International Jetport provides commercial air service to nearly two million passengers a year, general aviation facilities via two fixed base operators (FBOs) for private aircraft, and an air cargo facility. The Jetport is a dedicated fund which means all revenues generated remain with the airport to fund both normal airport operations as well as capital improvements. No local tax dollars are used to support the Jetport. In order to balance the fund for budgetary purposes, the projected revenue excess over projected expenditures is budgeted under Administrative Services as the anticipated surplus.

The Jetport completed its most recent Airport Master Plan in 2016. The master plan sets the Jetport's priorities in spending for infrastructure improvements, major equipment purchases, and asset management for the short (years 1-6), intermediate (years 7-11), and long term (years 12-20) planning horizons.

The Jetport's overall FY20 expenditure budget, excluding anticipated surplus, has increased \$2,442,542 or 10.5%. Revenues have increased by \$2,465,528 or 10.2%.

Department Summary

Department: Jetport

583-28

		FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll		3,490,470	3,328,312	3,749,872	3,749,872	3,749,872
Benefits		2,242,033	2,136,271	2,409,387	2,412,846	2,412,846
Administrative Services		1,620,745	2,145,440	1,756,644	1,753,185	1,753,185
Contractual Services		5,354,253	5,456,522	5,680,615	5,680,615	5,680,615
Maintenance and Repair		1,221,127	1,239,041	1,225,320	1,225,320	1,225,320
Rentals		41,183	43,061	22,670	22,670	22,670
Insurance		174,100	159,100	187,568	187,568	187,568
Supplies		889,201	1,012,294	1,039,092	1,039,092	1,039,092
Utilities		1,295,890	1,312,841	1,398,547	1,398,547	1,398,547
Contributions		1,748,630	1,748,494	1,741,102	1,741,102	1,741,102
Capital Outlay		1,892,152	1,936,002	3,232,645	3,232,645	3,232,645
Debt Service		4,142,963	4,142,963	4,134,813	4,134,813	4,134,813
Total		24,112,747	24,660,341	26,578,275	26,578,275	26,578,275
Summary by Division						
Jetport Administration	(28-101)	1,047,618	1,047,757	1,221,479	1,221,479	1,221,479
Jetport Marketing	(28-102)	501,890	529,890	598,640	598,640	598,640
Jetport Fringe and Indirect Costs	(28-103)	3,960,802	3,851,979	4,041,594	4,084,313	4,084,313
Jetport Field	(28-200)	4,091,912	4,022,687	4,577,799	4,577,799	4,577,799
Jetport General Aviation	(28-300)	17,168	17,168	17,168	17,168	17,168
Jetport Operations	(28-400)	2,595,898	2,615,740	2,702,802	2,702,802	2,702,802
Jetport Terminal Division	(28-500)	5,970,545	6,053,954	6,992,649	6,992,649	6,992,649
Jetport Parking Division	(28-600)	4,447,615	4,502,052	4,907,020	4,907,020	4,907,020
Jetport Airfield Deicing Facility	(28-700)	700,661	701,911	674,781	674,781	674,781
Jetport Surplus	(28-900)	778,638	1,317,203	844,342	801,624	801,624
Total		24,112,747	24,660,341	26,578,274	26,578,275	26,578,275
Less Revenues		(24,112,747)	(24,660,341)	(26,578,275)	(26,578,275)	(26,578,275)
Net Department Total		0	0	0	0	0

Jetport General Aviation

The Jetport General Aviation division (GA) includes the maintenance of the Jetport field area designed for use by private pilots, including the pavement and surrounding fencing. The General Aviation division collects landing fees from the aircraft that use the GA area, similar to the fees charged to the commercial airlines.

The FY20 General Aviation expenditures remain flat for FY20. FY20 landing fees are anticipated to increase \$57,069 or 30.1%.

Division Summary

Department: Jetport	Division: Jetport General Aviation				Account: 58328300	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	500	500	500	500	500	500
Contractual Services	15,168	15,168	15,168	15,168	15,168	15,168
Maintenance and Repairs	1,500	1,500	1,500	1,500	1,500	1,500
Total	17,168	17,168	17,168	17,168	17,168	17,168
Less Revenues	(189,431)	(232,153)	(246,500)	(246,500)	(246,500)	(246,500)
Net Division Total	(172,263)	(214,985)	(229,332)	(229,332)	(229,332)	(229,332)

Jetport Parking Division

The Parking division oversees the parking maintenance and operations of the Jetport's parking garage and surface parking lots. The Jetport contracts with a parking management company, and receives parking revenues net of the company's operational costs and management fee.

The FY20 Jetport Parking division expenditures have increased by \$459,405, or 10.3%, predominantly due to the increase in building improvement capital outlay. Parking revenues are projected to increase \$1,178,392, or 15.9%.

Division Summary

Department: Jetport	Division: Jetport Parking Division				Account: 58328600	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	11,500	12,100	14,500	14,500	14,500	14,500
Administrative Services	1,160	1,160	1,160	1,160	1,160	1,160
Contractual Services	97,015	107,865	97,015	97,015	97,015	97,015
Maintenance and Repairs	89,004	103,991	101,729	101,729	101,729	101,729
Rentals	500	500	500	500	500	500
Supplies	18,988	18,988	18,988	18,988	18,988	18,988
Utilities	5,196	5,196	5,196	5,196	5,196	5,196
Capital Outlay	594,652	622,652	1,044,882	1,044,882	1,044,882	1,044,882
Debt Service	3,629,600	3,629,600	3,623,050	3,623,050	3,623,050	3,623,050
Total	4,447,615	4,502,052	4,907,020	4,907,020	4,907,020	4,907,020
Less Revenues	(7,406,650)	(7,439,641)	(8,585,042)	(8,585,042)	(8,585,042)	(8,585,042)
Net Division Total	(2,959,035)	(2,937,589)	(3,678,022)	(3,678,022)	(3,678,022)	(3,678,022)

Jetport Airfield Deicing Facility

The Airfield Deicing Facility allows for the collection and recycling of the used deicing fluid by a contracted vendor, thus preventing these chemicals from seeping into the ground. The Jetport pays the costs of this operation and receives revenue from the airlines to offset the expenditures incurred, thus creating a "net zero" impact on the Jetport's overall budget.

Division Summary

Department: Jetport	Division: Jetport Airfield Deicing Facility				Account: 58328700	
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Payroll	1,000	2,250	2,000	2,000	2,000	2,000
Contractual Services	662,706	662,706	662,706	662,706	662,706	662,706
Maintenance and Repairs	8,950	8,950	8,950	8,950	8,950	8,950
Rentals	26,880	26,880	0	0	0	0
Supplies	1,125	1,125	1,125	1,125	1,125	1,125
Total	700,661	701,911	674,781	674,781	674,781	674,781
Less Revenues	(744,670)	(744,670)	(717,789)	(717,789)	(717,789)	(717,789)
Net Division Total	(44,009)	(42,759)	(43,008)	(43,008)	(43,008)	(43,008)

Jetport Surplus

The Jetport surplus is determined annually by calculating total revenues minus total expenses, including capital purchases.

The FY20 surplus budget reflects an increase of \$22,986, or 3.0%.

Division Summary

Department: Jetport	Division: Jetport Surplus					Account: 58328900
	FY19 Approp.	FY19 Projected Expend.	FY20 Department Submission	FY20 Manager's Recomm.	FY20 Finance Comm.	FY20 Final Allowance
Classification Breakdown						
Administrative Services	778,638	1,317,203	844,342	801,624	801,624	801,624
Total	778,638	1,317,203	844,342	801,624	801,624	801,624

Key Revenues and Expenditures

Revenues

The Housing and Community Development Program or HCD is a special revenue fund that is supported by several federal and local funding sources.

1. Community Development Block Grant (CDBG) Program:

The Community Development Block Grant (CDBG) is funded by the federal government under the Housing and Community Development Act of 1974. For Program year 2019-2020 the City allocated \$2,042,566, which is comprised of \$1,893,566 in direct allocation from HCD, \$9,000 from program income, and \$0 from re-programmed funds; additional sources of 2019-2020 fiscal year funding include \$120,000 from the Bayside TIF revenue and \$20,000 from the Cotton Street lot property sale. These funds are used to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses.

2. Home Investment Partnership Program (HOME):

The HOME funds are available for a broad range of housing activities benefiting low and moderate income households. For 2019-2020, the City proposes to utilize \$1,020,693 of HOME funds and \$148,926 of Program Income for a HOME Consortium between the City (\$746,394) and Cumberland County (\$426,225) for the development of new rental housing, single family and multi-family rehabilitation, tenant based rental assistance, and assistance to special non-profit agencies called Community Housing Development Organizations (CHDOs) to develop affordable housing.

3. Emergency Solutions Grant Program (ESG):

The ESG funds can be used by the City to fund the rehabilitation, operation and support services of providers and facilities

assisting Portland's homeless population. The City proposes to use its 2019-2020 ESG entitlement allocation of \$160,837 to provide case management and homeless prevention services through City Family Shelter programs administered by the Department of Health and Human Services.

4. Portland Development Fund: Originally established in 1986, the goal of the Portland Development Fund is to respond to the need for 1) housing that is affordable to low and moderate income households, and 2) commercial and industrial development opportunities to further strengthen the local economy and generate jobs, particularly in downtown Portland.

Originally there was approximately \$1 million in the Portland Development Fund for both housing and economic development activities. Sources of funding include Urban Development Action Grant (UDAG) miscellaneous revenue, CDBG program income, CDBG entitlement allocations from previous years, and loan repayments and interest generated. In 1990, the fund was split into Housing, administered by the Housing & Community Development Division, and Economic Development, administered by the Economic Development Department.

The Housing portion of these funds is appropriated for several activities, including the development of new affordable rental housing, single and multi-family rehabilitation, and lead paint abatement. UDAG funds administered by the Economic Development Department are used for loans and investments by the Portland Development Corporation.

Expenditures

The three expenditure categories utilized by the CDBG Program are: Public Services, also referred to as Social Services, Development Activity Funding, and Program Planning and Administration. A brief description of the services provided for the 2019-2020 fiscal year under each of these categories follows. A more comprehensive source of information on these programs can be found in the 2016-2020 Consolidated Housing or the 2019-2020 Annual Action Plan issued by the Department of Planning and Urban Development. The 2016-2020 Consolidated Plan implemented the following new program goals and objectives:

- a. ***Neighborhood Investment and Infrastructure***
to create strong, safe, accessible and vibrant neighborhoods.
- b. ***Housing Opportunity***
to increase housing availability and affordability.
- c. ***Economic Opportunity***
to create economic opportunities to transition people out of poverty.
- d. ***Address the Needs of the Growing Homeless Population***
to prevent and reduce homelessness.

PUBLIC SERVICES (SOCIAL SERVICES)

1. Neighborhood Investment and Infrastructure includes Community Policing.
2. Economic Opportunity includes Catherine Morrill Child Care Voucher Program and Portland Adult Education New Mainers Resource Center Job Search Support Program.
3. Address the Needs of the Growing Homeless Population includes Amistad & Portland Downtown Peer Outreach Worker Program, Public Health's Mobil Medical Outreach Project, Social Services Division's Long Term Stayers Community Integration & Landlord Outreach Project, Milestone HOME Team, Preble Street's Food Programs, Teen

Shelter & Women's Shelter, Spurwink Adult Behavioral Health Opioid Treatment Program, and the Wayside Food Programs.

DEVELOPMENT ACTIVITY FUNDING

1. Neighborhood Investment and Infrastructure includes Boys and Girls Club Energy Efficiency Upgrades, City of Portland & Portland Downtown Bicycle Infrastructure, Public Works Elm Street Sidewalk Improvements and Public Works Kennebec Street Lighting, Mayo Street Arts Wheelchair Access Ramp, and Port Resources Group Home Rehab.
2. Housing Opportunities includes the Alpha One Critical Access Ramp Program.
3. Economic Opportunity includes Economic Development Department Business Assistance Program, CEI Portland Microenterprise Assistance Program and Learning Works Renovation of Historic Education Facility.

PROGRAM PLANNING & ADMINISTRATION

The following are reimbursements to general operating accounts for program administration services:

1. The Department of Planning & Development provides Administration, Planning, Housing & Community Development, and Citizen Participation services, which are reimbursable under the HCD guidelines.
2. The City receives reimbursement for a portion of the annual audit cost associated with auditing the HCD Program.
3. The City may receive reimbursement for a portion of the fringe benefits associated with the positions funded with HCD monies. However, the fringe benefit reimbursement along with all of the administrative costs must not exceed the 20% cap set by CDBG regulations.

City of Portland, Maine
Housing and Community Development Program
FY20

Programs	Yr. XXXXIII Allocation	Yr. XXXXIV Request	Council Approval	Final Approval
Program Activities:				
I. Public Services (Social Services) ¹	\$676,605	\$1,104,541	\$669,998	\$669,998
II. Development Activity Funding ²	962,019	998,075	954,855	954,855
III. Program Planning and Administration ³	419,184	419,184	417,713	417,713
Total CDBG Budget	\$2,057,808	\$2,521,800	\$2,042,566	\$2,042,566

Sources of Funds:	<u>FY19</u>	<u>FY20</u>
Entitlement Grant	\$1,895,922	\$1,893,566
Program Income	10,000	9,000
Surplus Funds	11,886	0
TIF Revenue	120,000	120,000
Cotton Street Lot Sale Proceeds	20,000	20,000
Total Sources of Funds	\$2,057,808	\$2,042,566
HUD Administrative Cap	\$389,184	\$387,713
HUD Social Services Public Services Cap	\$656,605	\$649,998

I. Public Services (Social Services)

A. Neighborhood Investment and Infrastructure

1. City of Portland / Community Policing (Parkside, Bayside, Munjoy Hill, West End)	\$150,000	\$150,000	\$150,000	\$150,000
2. City of Portland / HHS Transit Pass Fare Gap Program	0	0	0	0
3. Southern Maine Agency on Aging Dementia Response Intervention	0	0	0	0

Total Neighborhood Investment and Infrastructure \$150,000 \$150,000 \$150,000 \$150,000

B. Housing Opportunities

Total Housing Opportunities	\$0	\$0	\$0	\$0
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C. Economic Opportunity

1. Catherine Morrill Day Nursery Child Care Voucher Program	\$68,460	\$83,510	\$75,049	\$75,049
2. Catholic Charities & Immigrant Legal Advocacy Project (ILAP)	51,345	51,345	0	0
3. Habesha Community 1st Generation Immigrant Youth Fund	0	15,000	0	0
4. Learning Works English Language & Literacy Program	0	45,000	0	0
5. Portland Adult Education New Mainers Resource Center Job Search Support Program	0	49,056	44,077	44,077
6. Salvation Army Pathway to Hope Program	0	50,000	0	0

Total Economic Opportunity \$119,805 \$293,911 \$119,126 \$119,126

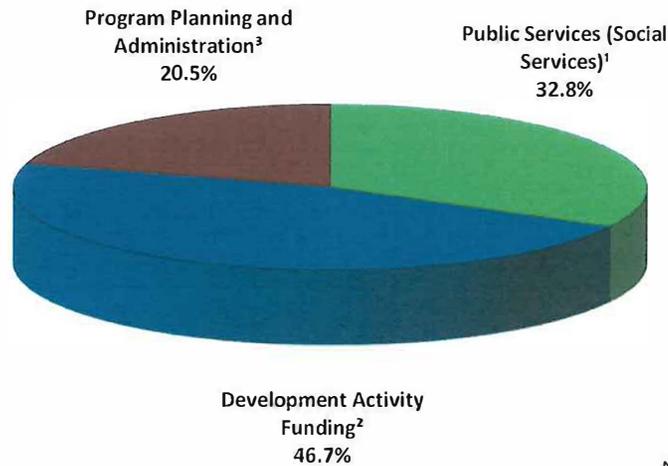
City of Portland, Maine
Housing and Community Development Program
FY20

Programs	Yr. XXXXIII Allocation	Yr. XXXXIV Request	Council Approval	Final Approval
D. Address the Needs of the Growing Homeless Population				
1. Amistad & Portland Downtown Peer Outreach Worker Program (POW)	\$51,345	\$80,000	\$51,264	\$51,264
2. City of Portland / Public Health Mobile Medical Outreach Project	33,408	50,000	29,944	29,944
3. City of Portland / SS Oxford Street Shelter Long Term Stayers Program	58,671	66,868	56,469	56,469
4. Furniture Friends Basic Necessities Program	0	30,000	0	0
5. Milestonc HOME Team	114,000	114,000	113,844	113,844
6. Preble Street Food Programs	43,568	43,568	43,496	43,496
7. Preble Street Joe Kreisler Teen Shelter ¹	26,140	26,140	10,000	10,000
8. Preble Street Resource Center (Day Shelter Services)	25,667	25,667	0	0
9. Preble Street Women's Shelter (Florence House) ¹	20,000	20,000	10,000	10,000
10. Quality Housing Coalition Project HOME	0	32,000	0	0
11. Shalom House Expanded Case Management at OSS	0	62,943	0	0
12. Spurwink Adult Behavioral Health Opioid Treatment Program	0	75,444	51,915	51,915
13. Wayside Food Programs	34,000	34,000	33,940	33,940
Total Address the Needs of the Growing Homeless Population	\$406,800	\$660,630	\$400,872	\$400,872
Total Public Services (Social Services)	\$676,605	\$1,104,541	\$669,998	\$669,998
 II. Development Activity Funding				
A. Neighborhood Investment and Infrastructure				
1. Boys & Girls Club Energy Efficiency Upgrades	\$0	\$50,000	\$49,935	\$49,935
2. City of Portland / Parks Rec & Fac Dougherty Field North Woods Adventure Playground	137,000	0	0	0
3. City of Portland / Portland Downtown Bicycle Infrastructure Improvements	0	23,975	23,942	23,942
4. City of Portland / Preble Street Corridor Sidewalk Project ²	369,515	0	0	0
5. City of Portland / Public Works Elm Street Sidewalk ²	0	320,000	312,607	312,607
6. City of Portland / Public Works Kennebec Street Lighting	0	103,000	102,869	102,869
7. Hi Tiger / Center for Cultural Production	0	35,000	0	0
8. Mayo Street Arts Wheelchair Access Ramp	0	75,000	74,904	74,904
9. Port Resources Group Home Rehab	0	16,100	16,077	16,077
10. Port Resources Hot Water Heater Replacements	12,504	0	0	0
11. Portland Housing Authority Front Street Re-Development Phase I	250,000	0	0	0
Total Neighborhood Investment and Infrastructure	\$769,019	\$623,075	\$580,334	\$580,334
B. Housing Opportunities				
1. Alpha One Critical Access Ramp Program	\$0	\$40,000	\$39,947	\$39,947
Total Housing Opportunities	\$0	\$40,000	\$39,947	\$39,947
C. Economic Opportunity				
1. City of Portland / Business Assistance Program for Job Creation	\$145,000	\$205,000	\$204,742	\$204,742
2. Coastal Enterprises, Inc. Microenterprise Assistance Program (PMAP)	48,000	48,000	47,937	47,937
3. Learning Works Renovation of Historic Education Facility	0	82,000	81,895	81,895
Total Economic Opportunity	\$193,000	\$335,000	\$334,574	\$334,574

City of Portland, Maine
Housing and Community Development Program
FY20

Programs	Yr. XXXXIII Allocation	Yr. XXXXIV Request	Council Approval	Final Approval
D. Address the Needs of the Growing Homeless Population	\$0	\$0	\$0	\$0
Total Address the Needs of the Growing Homeless Population	\$0	\$0	\$0	\$0
Total Development Activity Funding	\$962,019	\$998,075	\$954,855	\$954,855
III. Program Planning and Administration				
1. Housing & Community Development ³	\$373,628	\$373,071	\$347,815	\$347,815
2. Planning Division	22,197	22,439	22,755	22,755
3. HCD Housing Staff	12,957	13,272	36,741	36,741
4. Citizen Participation	5,402	5,402	5,402	5,402
5. Finance Department & Audit	5,000	5,000	5,000	5,000
Total Program Planning and Administration	\$419,184	\$419,184	\$417,713	\$417,713

**FY20
HCD Budget
by Category**



Note: Due to rounding, totals may not equal 100%

Notes:

¹ FY19 & FY20 Funding Sources Include \$20k from the Cotton Street Lot Land Sale Proceeds

² FY19 & FY20 Funding Sources Include \$90k from the Bayside TIF

³ FY19 Funding Sources Include \$30k from the Bayside TIF for the Planning & Urban Development Director's Salary



Portland, Maine

Yes. Life's good here.

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City of Portland, Maine

Board of Education

Roberto Rodriguez
School Board Chair
At Large
(2019)

Abusana “Micky” Bondo
District 1
(2021)

Marnie Morrione
District 5
(2020)

Emily Figdor
District 2
(2021)

Mark Balfantz
At Large
(2020)

Laurie Davis
District 3
(2019)

Sarah J. Thompson
At Large
(2021)

Timothy Atkinson
District 4
(2020)

Anna Trevorrow
At Large
(2019)

Key Revenues and Expenditures

In 2007, the State Legislature passed a bill that required both consolidation of School districts and a referendum vote on every school budget. The Portland School Department, because of its size, did not have to consolidate with any other district. Portland is, however, still required to have a referendum vote on their budget. After approval by the City Council, the FY2020 School budget was approved by the voters June 11, 2019.

Revenues

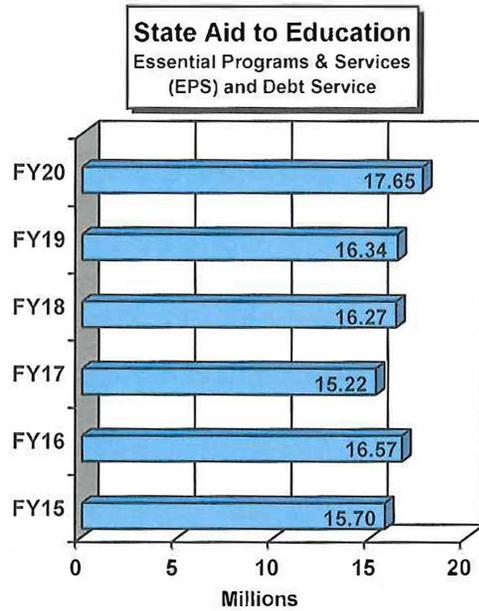
The funding sources for Education, other than Property Taxes, are summarized into four major categories - General Fund, Adult Education, Food Service, and Other Revenue. The property tax funds 79.5% of the FY20 Education budget.

State Subsidy

The second largest School-funding source is State Aid to Education. The State subsidy funding formula was amended by the Essential Programs and Services Funding Act of 2003.

The budgeted portion of State Aid for Essential Programs and Services (EPS) and debt service accounts for 15.0% of the School's FY20 Budget.

The chart represents the State Aid to Education revenue history over the past six years.



Note: FY19 and FY20 are estimated amounts

Expenditures

The City operates its educational program for grades K through 12, Adult Education, and for applied technology education under its own supervision. Article III of the City's Charter, as amended, provides that the Board of Public Education for the City be administered by a school board comprised of nine members. The Board of Public Education performs all duties and functions regarding the care and management of the public schools in the City.

For presentation in the City's Municipal Budget, the Education budget is broken down into six categories: (1) Salaries and Benefits (2) Contractual Services (3) Supplies (4) Miscellaneous (5) Debt Service and (6) Capital Equipment. For a more comprehensive report, the School Department issues an annual Education Budget Report.

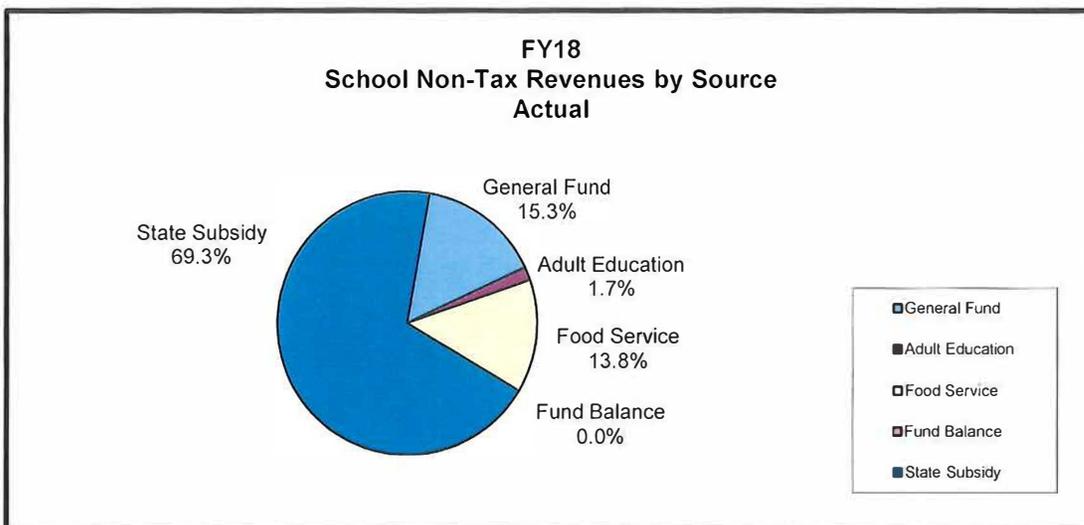
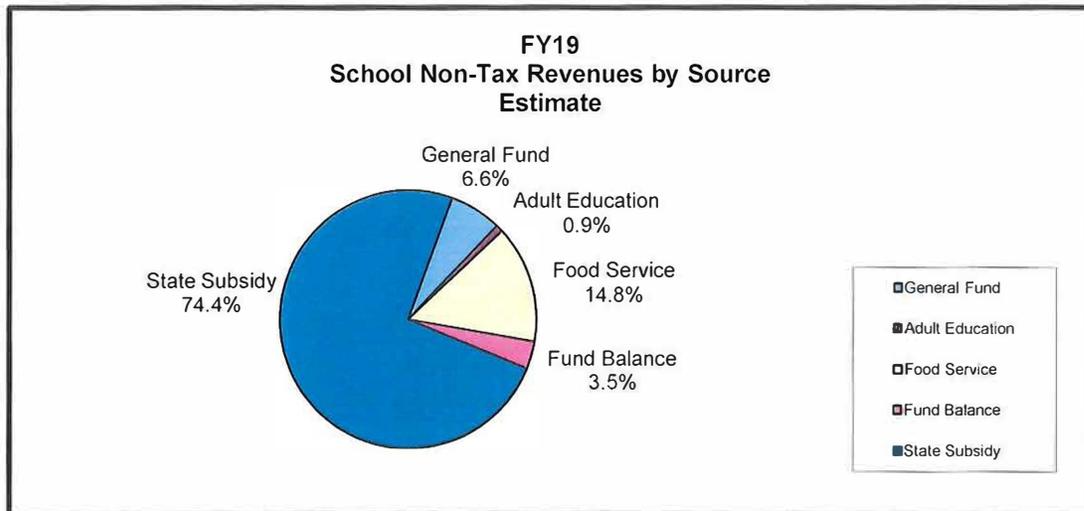
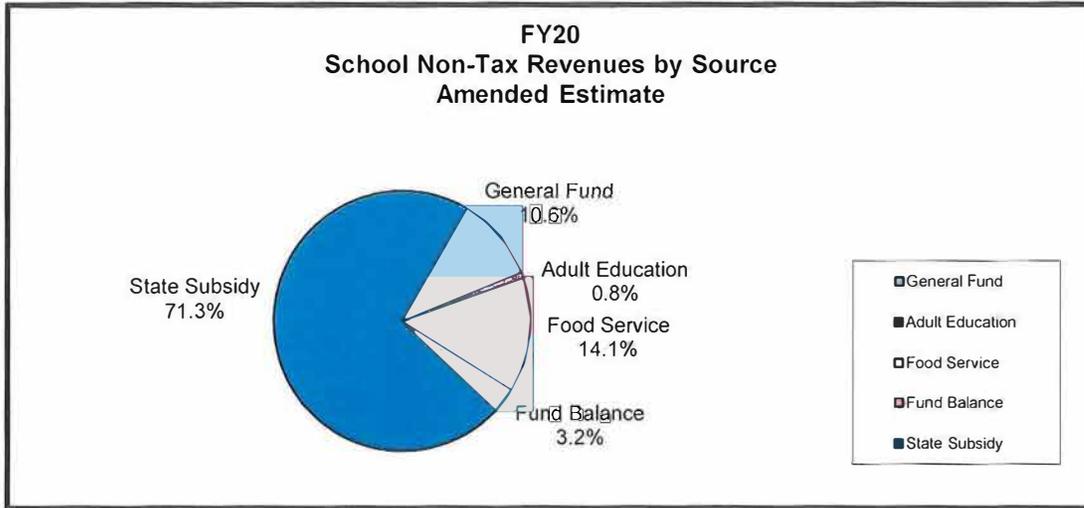
City of Portland, Maine
Comparative Statement of Revenues
School Department

	FY18 Actual	FY19 Estimate	FY20 Estimate
General Fund			
30-1322 Tuition - Public K-8	\$105,999	\$84,000	\$90,000
30-1324 Tuition - Public 9-12 (Long Island, GBSD)	121,739	90,000	90,000
30-1328 Tuition - CTE Oher Units	258,702	-	-
30-1363 Tuition - Summer School 9-12	9,816	10,000	10,000
30-1380 PATHS - Part I & II Assessment	1,974,357	21,876	-
30-1440 Transportation - Other Organizations	123,270	125,000	125,000
30-1510 Interest on Investments- Russell Trust Fund	3,000	3,000	3,000
30-1712 Admissions 9-12	18,699	25,000	15,000
30-1910 Custodian Service - Building Rentals	51,750	60,000	60,000
30-1960 Miscellaneous Local Revenue	27,679	5,000	10,000
30-1991 Miscellaneous Sales & Refunds	4,230	500	500
30-3120 State Agency Client	292,818	300,000	250,000
30-3150 Nat'l Board - Prof Teaching Salary Supplement	22,800	64,530	54,900
30-4585 MaineCare Medicaid Reimbursement	604,055	650,000	1,683,928
30-4810 Federal Impact Aid	58,657	40,000	45,000
30-5223 Indirect Cost Recovery	-	-	100,000
Total General Fund	\$3,677,571	\$1,478,906	\$2,537,328
Adult Education			
30-1317 Tuition - Individual / Enrichment	\$96,113	\$105,000	\$125,000
30-1319 Tuition - Individual & Voc	52,860	70,000	40,000
30-1359 Tuition - Other (Academic)	23,743	20,000	20,000
30-1920 Donations / Contributions	800	-	-
30-5200 Fund Transfers	224,294	-	-
Total Adult Education	\$397,810	\$195,000	\$185,000
TOTAL GENERAL FUND REVENUE (Including Adult Education)	\$4,075,381	\$1,673,906	\$2,722,328
Food Service			
30-1611 Daily Sales - Lunch Program	\$269,115	\$260,000	\$270,000
30-1620 Daily Sales - a la Carte & Adults	126,078	130,785	125,000
30-1630 Special Functions	6,072	10,000	10,000
30-1910 Building Rentals	6,220	7,440	6,000
30-1996 Refunds - School Nutrition	2,418	2,000	2,000
30-3250 State Reimbursement - School Meal Reimbursement	46,268	40,000	44,999
30-4370 Federal Reimbursement - After School Snack	52,536	54,000	8,000
30-4380 Federal Reimbursement - Summer Food Program	63,873	63,873	50,000
30-4550 Federal Performance - Based Lunch	34,921	34,842	34,922
30-4551 Federal Reimbursement - School Lunch Regular	192,068	193,926	192,067
30-4552 Federal Reimbursement - School Lunch Reduced Rate	76,563	73,574	78,993
30-4553 Federal Reimbursement - School Lunch Free	1,326,722	1,360,000	1,300,000
30-4554 Federal Reimbursement - School Breakfast	831,073	829,259	800,000

City of Portland, Maine
Comparative Statement of Revenues
School Department

	FY18 Actual	FY19 Estimate	FY20 Estimate
30-4558 Federal Payments in Lieu of Commerce	205,816	194,834	199,343
30-4559 Fresh Fruits & Vegetables Grant	96,366	78,200	76,500
30-4560 Child & Adult Care Food Program (CACFP)	-	-	200,000
Total Food Service	\$3,336,107	\$3,332,733	\$3,397,824
TOTAL LOCAL REVENUE	\$7,411,489	\$5,006,639	\$6,120,152
Other Revenues			
30-3111 State Subsidy - EPS	\$16,268,686	\$16,339,336	\$17,645,909
30-3112 SEED Withholding	-	-	(1,001,000)
30-3240 State Subsidy - Adult Education	425,041	449,040	509,788
Total State Subsidy - General Fund	\$16,693,727	\$16,788,376	\$17,154,697
30-5000 Fund Balance Carry Forward (General Fund)	\$-	\$518,789	\$500,000
30-5000 Fund Balance Carry Forward (Adult Ed)	-	50,000	19,283
30-5000 Fund Balance Carry Forward (Food Service)	-	211,481	250,000
Total Fund Balance Carry Forward	\$-	\$780,270	\$769,283
TOTAL OTHER REVENUE	\$16,693,727	\$17,568,646	\$17,923,980
GRAND TOTAL ALL REVENUE	\$24,105,216	\$22,575,285	\$24,044,132

Portland School Department Comparison of Non-Tax Revenues by Source



Note: Due to rounding, totals may not equal 100%

City of Portland, Maine
Comparative Budget Summary
School Department

		FY18 Actual	FY19 Budget	FY20 Budget
I. SALARIES & BENEFITS				
Salaries - Regular				
* 410100	Professional Salary	\$42,099,752	\$43,193,775	\$44,735,697
410200	Instructional Aide / Asst	4,955,186	4,649,569	5,697,099
* 410400	Administrators	5,785,912	5,950,488	6,439,803
411800	Regular Support Staff	8,806,403	9,084,508	9,816,522
Total Regular Salaries		\$61,647,253	\$62,878,340	\$66,689,121
Salaries - Temporary				
* 412000	Temporary Salary	\$830,702	\$865,451	\$921,311
412100	Tutor	58,833	50,850	50,850
412300	Substitute	1,118,125	939,880	1,033,881
413100	Teacher Additional Pay	81,935	115,310	113,351
413200	Aide/Asst Overtime	2,025	-	-
413800	Regular Support Overtime	212,999	143,000	155,000
414100	Professional Sabbatical	28,382	19,610	-
* 415000	Stipends / Differentials	1,517,890	1,644,972	1,686,994
415010	Stipend - Retirement Sick	525,053	640,000	640,000
415900	Stipend / Other	16,202	24,720	24,720
Total Temporary Salaries		\$4,392,145	\$4,443,793	\$4,626,107
Benefits				
* 420000	Flex Benefits, LTD, Medicare	\$14,255,245	\$15,697,385	\$16,883,718
420300	Unemployment Compensation	27,266	100,000	70,000
* 423000	Retirement - MePERS / ICMA	3,110,610	3,347,316	3,641,939
* 425100	Tuition Reimbursement	207,171	200,000	200,000
427000	Workers' Compensation	606,403	695,670	661,435
429000	Life Insurance - MePERS PLD	143,052	40,000	40,000
Total Benefits		\$18,349,747	\$20,080,371	\$21,497,092
Total Salaries & Benefits		\$84,389,145	\$87,402,504	\$92,812,320

II. CONTRACTUAL SERVICES

430000	Purchased Professional & Technical Services	\$1,818,421	\$1,429,152	\$1,502,198
432000	Contractual Pre-K	151,631	162,554	-
433000	Employee Training & Development Services	284,836	450,053	442,872
434000	Other Professional Services	15,288	20,000	20,000
434010	Security	132,061	127,867	140,427
434020	Alarms	5,425	4,050	4,325
434200	Architectural & Engineering Services	4,613	20,000	20,000
434300	Adult Ed Contracted Services	-	6,000	6,000
434400	Special Education Contracted Services	344,236	288,400	283,700
434500	Legal Services	124,916	140,000	140,000
441100	Water	39,220	46,547	43,040
441200	Sewer	105,756	116,345	118,110

City of Portland, Maine
Comparative Budget Summary
School Department

		FY18 Actual	FY19 Budget	FY20 Budget
441250	Stormwater	118,577	-	-
443000	Repair & Maintenance Services	997,321	1,024,274	1,217,281
443010	HVAC Maintenance	497,938	514,663	517,703
443020	Mowing / Plowing / Field Maintenance	472,112	563,766	610,766
443030	Asbestos / Mold Abatement Services	-	20,000	20,000
443040	Vehicle & Equipment Repair	10,878	20,500	24,500
443050	Waste Disposal Services	111,041	117,600	101,126
443060	Recycling Services	29,073	44,000	44,000
443070	Hazardous Waste Disposal Services	885	4,000	8,000
443080	Pest Management Services	16,742	19,560	17,850
443090	Fire Extinguisher Maintenance Services	9,607	7,000	10,000
444000	Rentals	358,317	384,334	423,035
444300	Computer Lease	25,323	193,600	240,100
444500	Leases-Not DOE Approved	34,802	34,802	5,800
450000	Other Purchased Services	909	1,450	1,450
451000	Student Transport Services	-	250	250
451400	Student Transport Purchased - Private	446,462	330,211	347,732
452000	Insurance / General Liability	330,936	428,281	433,003
453100	Postage	62,589	70,771	69,077
453200	Phone	92,046	111,016	114,448
453300	Internet Connectivity	24,101	52,426	64,390
453400	E-Books & On-Line Subscriptions	61,404	92,999	107,087
454000	Advertising	9,909	16,000	15,000
454300	Adult Ed Advertising	21,095	15,000	23,400
455100	Printing & Binding	15,146	51,964	45,602
455200	Photocopying	164,726	169,222	169,222
456100	Tuition to In-State SAU	35,998	90,832	87,710
456300	Tuition to Private Source	654,429	686,613	941,666
456500	Tuition to Post Secondary	13,156	10,000	12,500
458000	Staff Travel	148,304	182,199	239,957
458300	Adult Ed Travel - State Meeting	225	100	200
Total Contractual Services		\$7,790,454	\$8,068,401	\$8,633,527

III. SUPPLIES

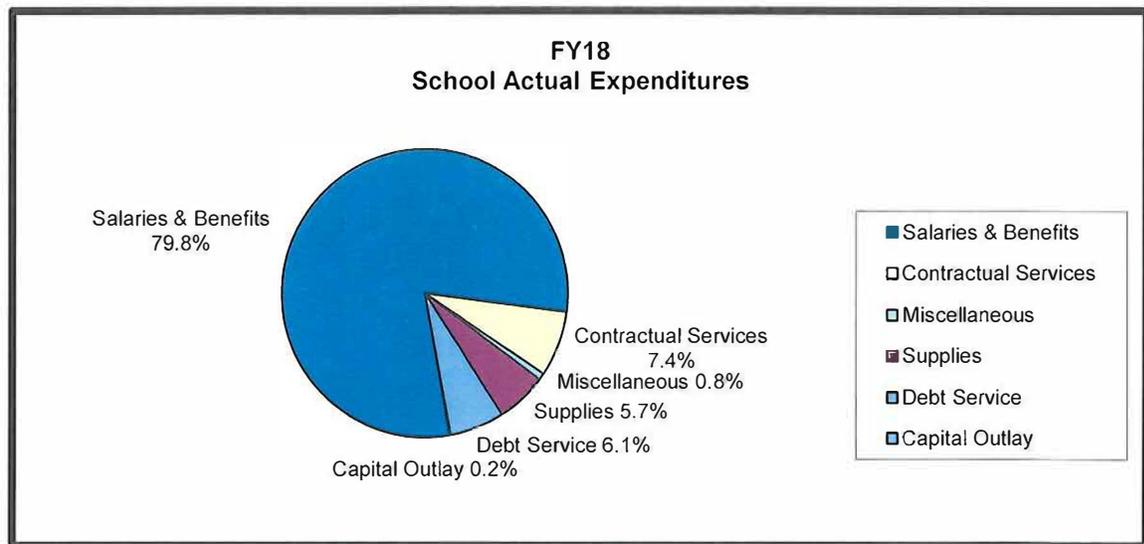
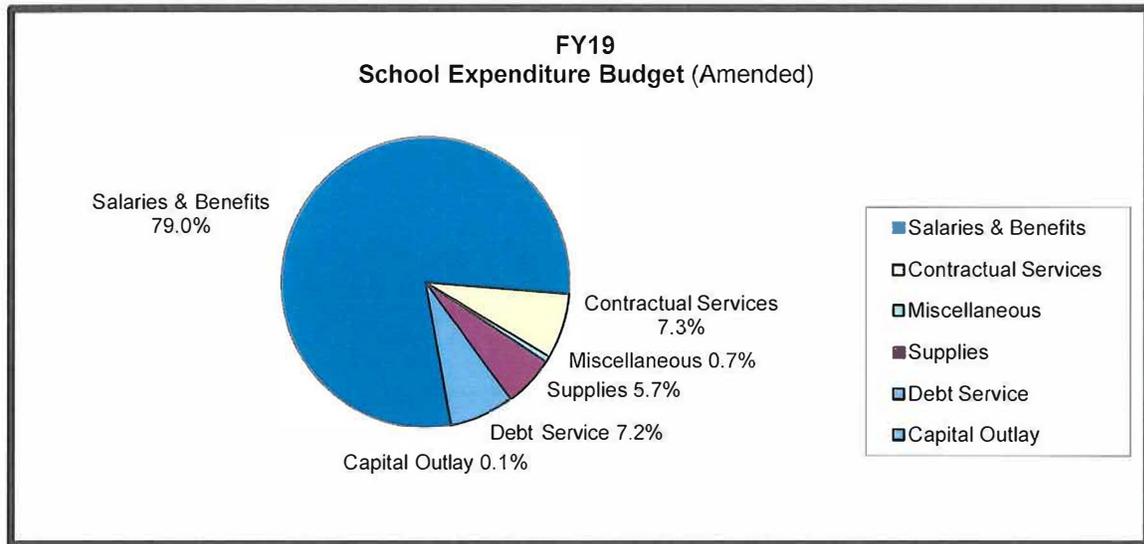
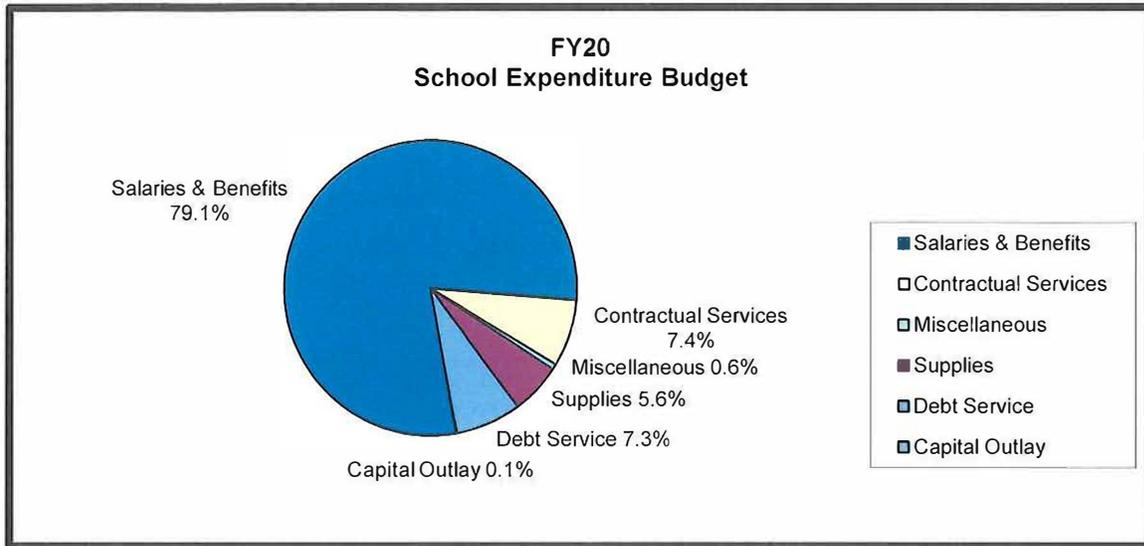
460000	General Supplies	\$550,624	\$620,107	\$640,526
460400	Custodial Supplies	243,050	236,000	247,912
461000	Instructional Supplies	584,939	655,982	710,955
462100	Natural Gas	939,738	909,738	960,728
462200	Electricity	962,657	948,036	957,677
462300	Bottled Gas	19,103	15,682	19,775
462400	Oil	98,859	61,550	69,400
462600	Gasoline	62,271	90,421	151,295
463000	Food	1,477,762	1,540,090	1,609,242
463100	Non-Food Supplies	94,103	113,100	138,398
464000	Books & Periodicals	346,412	272,701	375,018
465000	Tech-Related Supplies	141,104	136,122	133,585
465010	Software Licenses	539,852	641,111	560,914
466000	Audiovisual Supplies	12,300	16,400	9,600
Total Supplies		\$6,072,773	\$6,257,040	\$6,585,025

City of Portland, Maine
Comparative Budget Summary
School Department

		FY18 Actual	FY19 Budget	FY20 Budget
IV. MISCELLANEOUS				
481000	Dues & Fees	\$155,211	\$158,761	\$171,833
481100	Bank Fees	2,444	4,000	3,000
481200	Maine State Billing Fees	40,433	45,796	45,796
481400	School Board Conference Fees	3,400	1,000	2,000
485000	Field Trip Transportation	340,439	335,779	354,186
489000	Miscellaneous Expenditures	3,839	9,000	7,650
490000	Other Items	8,006	144,500	121,000
491000	Fund Transfers Out	240,243	35,000	-
Total Miscellaneous		\$794,015	\$733,836	\$705,465
V. DEBT SERVICE				
483100/200-1	Debt Service - Other	\$5,916,561	\$7,844,378	\$8,466,209
483100/200-2	Debt Service - Buses	106,876	102,586	31,343
483100/200-3	Debt Service - Technology	471,739	16,369	13,983
483100/200-5	Bus / Van Lease / Purchase	4,183	4,183	-
Total Debt Service		\$6,499,359	\$7,967,516	\$8,511,535
VI. CAPITAL EQUIPMENT				
473000	Equipment (Over \$10,000)	\$25,892	\$31,619	\$34,000
473010	Equipment (Under \$10,000)	-	2,500	11,000
473200	Vehicles (Non-Student)	34,773	-	-
473400	Tech-Related Equipment (Over \$10,000)	32,397	-	-
473410	Tech-Related Equipment (Under \$10,000)	84,809	115,300	96,398
Total Capital Equipment		\$177,871	\$149,419	\$141,398
TOTAL SCHOOL EXPENDITURES		\$105,723,617	\$110,578,716	\$117,389,270

*Summary Total: Multiple Accounts

Portland School Department Expenditures by Category



Note: Due to rounding, totals may not equal 100%

Portland, Maine



Yes. Life's good here.

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Budget Overview

Background Information

The City of Portland is located on the southern coast of the State of Maine in the southeastern section of the County of Cumberland, the State's most populous county. The City is approximately 108 miles north-northeast of Boston, Massachusetts and 60 miles southwest of the City of Augusta, the State's capital. Portland is bordered by the Town of Falmouth on the northeast and the City of Westbrook on the west, with the Presumpscot River forming a portion of this border. The Fore River separates Portland from the City of South Portland for a major portion of its southern border. The Atlantic Ocean forms Portland's eastern border as well as Portland Harbor and Casco Bay.

As the hub of Maine's southern region convenient access to Portland is provided by Exits 44, 45, 46, 47, and 48 of U.S. Interstate Route 95 (the Maine Turnpike) which intersects the City's western plain in a north-south direction, and the U.S. Interstate Route 295 spur which bisects the City through its interior. U.S. Route 1 follows the coastal plain of the City, also in a north-south direction. The Portland International Jetport, located in the City, provides air traffic for the region. The Casco Bay Island Transit District provides commuter and tour boat service to the major islands in Casco Bay. Bus transit, by major carriers operating two terminals in the City, provides regularly scheduled interstate and intra-state transportation. The Amtrak Downeaster passenger railroad service runs between Portland and Boston, offering additional stops along the 114 mile journey in Maine, New Hampshire and Massachusetts during the approximate 2 1/2 hour trip. The Maine Central Railroad, Boston & Maine Corporation and the St. Lawrence & Atlantic Railroad Company provides the greater Portland area with rail links to all of Maine, the continental United States and Canada.

The area embracing Portland was first settled in 1632 and called "Machigonne", the Micmac Indian name meaning "shaped like a

great knee". The area was then referred to as Casco but subsequently incorporated as Old Falmouth in 1718, formed of the area now encompassing the cities of Portland, South Portland, and Westbrook and the towns of Cape Elizabeth and Falmouth. Portland separated from Old Falmouth and incorporated as a town on July 4, 1786, taking its present name. Portland was chartered as a city on March 26, 1832, and annexed the City of Deering (formerly the Town of Stroudwater which included the present limits of Westbrook plus Deering, Deering being further set off as a city in 1871) on February 6, 1899. Portland was the site of the 1819 Constitutional Convention when Maine broke away from the Commonwealth of Massachusetts to become a separate state in 1820. The City served as the first capital from 1820 until its removal to Augusta in 1831.

The metropolitan area is clustered on the "Peninsula" which is surrounded on its sides by Back Cove, Casco Bay and the Fore River with the Eastern and Western Promenades at its opposite ends. Once confined geographically to this narrow peninsula the City added greatly to its territory with the annexation of Deering and now consists of 19.15 square miles of land area. The sections of the City are: Brighton, Casco Bay Islands, Deering, East Deering, the Peninsula, North Deering, Riverton, Stroudwater, Woodfords and Morrills.

Portland is the largest city in Maine, the seat of government for the County of Cumberland and is the region's leading industrial, commercial and cultural center. With one of the finest deep-water harbors on the Atlantic Coast, Portland is closer to Europe than any other transatlantic port in the United States. The City enjoys numerous parks, monuments, historical sites, several hotels and restaurants. Portland is home of the University of Southern Maine, University of New England, the Portland Museum of Art, the Maine College of Art and the Cross Insurance Arena. Two major medical centers, Maine Medical Center and Mercy Hospital, are also located in the City.

Budget Overview

Purpose of the Budget

The annual budget serves three principle purposes:

The budget serves as a tool for the City Manager and department heads in planning the work programs to be performed and the services to be provided by the departments and divisions of the City government.

The budget enables the City Council to determine the amount of available revenues and the manner in which it is to be allocated to various governmental programs in accordance with the needs of the community.

The budget serves as an instrument of control for governmental spending by making available at all times the relative position of actual expenditures to appropriated amounts of departments and divisions and the progress of work being accomplished.

The budget document is the financial plan of the City government. When adopted by the City Council, it reflects the proposed expenditures of the various departments and divisions and the method of financing these expenditures.

Phases of Budgeting

Municipal budgeting consists of three phases:

1. budget preparation
2. review and adoption
3. execution

Budget Calendar

Dec	Jan	Feb
Revenue Base Budget	Expenditure Base Budget	Budget Compilation
Mar	Apr	May
City Manager Budget Review	Finance Committee Review	City Council Deliberations, Public Hearings & Adoption

Budget Preparation

The budget is prepared in two stages -- revenue estimation and expenditure budgets.

Revenue Estimate

The City's budget process begins with revenue estimation for a very simple reason, the City can appropriate no more than it expects to have in resources. This very simple fact makes the accuracy of revenue estimates critical. Unrealistically high estimates assure that at some point in the budget year, an expenditure freeze will be required. On the other hand, with the fiscal constraints that exist in the public sector, significantly understating revenues can negatively impact the tax levy by increasing taxes unnecessarily.

Besides historical data, which is very important, factors such as inflationary and unemployment trends, interest rates, sales and general economic factors are taken into consideration by the departments.

In early November, an automated revenue package is made available to the departments. The departments must provide the following information for the revenues that are their responsibility:

Budget Overview

1. projected collection estimates for the current fiscal year with explanations for projections substantially different than estimate
2. an estimate for the upcoming fiscal year with the method and/or calculations behind the estimate

If a department is proposing a fee increase, a memo outlining pertinent information including action necessary to establish the fee, administrative mechanism for collections, reasonableness, and the new revenue capability is included in the submitted revenue package.

Completed revenue packages are submitted to the Budget Office by mid-December.

Expenditure Budgets

The second phase of the City's budget process begins in early January. The departments prepare their budgets from the instructions given, such as wage guidelines and target figures. Budget packages are submitted to the Budget Office in late January.

Review and Adoption

During the month of March, the City Manager reviews the budgets through a series of budget hearings with the departments. The City Manager then formulates his recommendations. Prior to April 1 of each year, the City Manager's proposed budget for the following fiscal year is then submitted to the City Council. An accurate summary of this budget is made available no later than two (2) weeks after its submission to the City Council.

The City Council then refers the City Manager's budget to the Finance Committee for review and consideration. During the month of April, the Finance Committee holds budget hearings with all the City departments and the School department. Upon completion

of these hearings, the Finance Committee formulates their recommendations and presents the budget to the City Council. The school department budget, under the school consolidation law passed in 2007, is required to conduct a referendum to approve the budget.

The City Council holds a public hearing on the City's Finance Committee's recommended budget at least ten days prior to the final passage of the appropriation resolve, which must be on or before June 30. A budget workshop is scheduled for the City Council to discuss the budget after the initial public hearing. Final action is taken by the City Council at the second reading of the budget, which as previously stated must be before June 30th.

Execution

Amounts are appropriated for general City purposes and one amount for school purposes, the total of which cannot exceed estimated revenues.

Budgets for the general fund and the enterprise funds are legally adopted each year through the passage of an appropriation resolve. Special revenue funds and capital projects funds do not have legally appropriated budgets but have adopted project budgets.

Total expenditures for the year may not exceed total appropriations for the period. The City Council may, by resolution, appropriate additional amounts only up to the amount of excess revenues and unencumbered budget surplus remaining after the purpose of the original appropriation has been satisfied. At the end of the fiscal year, all unencumbered appropriations lapse unless specifically continued by resolution of the City Council.

With the passage of the budget and appropriation resolve, the control phase of the fiscal program begins. Throughout the fiscal year, the budget acts as a control on expenditures, and on programs and activities of the City. The fact that funds are budgeted to a department and activity is not itself a final

Budget Overview

justification for the expenditure of money; constant review and control must be maintained throughout the year. Responsibility for this control is shared by the City Manager, the department heads, and the Budget Office. Final responsibility lies with the City Manager.

No payment voucher shall be processed until the Budget Office has certified that funds are available under the proper account for the department initiating the payment request.

Accounting System

Fund Accounting: The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund equity/retained earnings, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The following funds are represented in the budget report.

Governmental Funds

General Fund: Transactions related to revenues and expenditures for delivery of those services traditionally provided by municipal governments, which are not accounted for in other funds, are accounted for in the General Fund. These services include, among others, general government, public safety, parks recreation and facilities, public works, health and human services, library, pension and employee insurance, county tax and Metro, debt service, and education.

Capital Projects Funds: Transactions related to revenues obtained and used for the acquisition, construction or improvement of

capital facilities are accounted for in Capital Projects Funds. Such resources are derived principally from proceeds of general obligation bond issues.

Special Revenue Funds: Transactions related to revenues and expenditures under certain federal and state grants and from other sources, upon which legal restrictions are imposed, are accounted for in Special Revenue Funds.

The special revenue fund presented in the budget document is the Community Development Block Grants. It accounts for grants received from the federal government under the Housing and Community Development Act of 1974, as amended. These funds are used to repair streets, sidewalks and maintain parks in neighborhoods that qualify under the regulations. Qualified external human service organizations also share in these funds.

Proprietary Funds

Enterprise Funds: Transactions related to City facilities and services which are intended to be supported primarily through user charges, or where management has decided that determination of net income is appropriate, are accounted for in Enterprise Funds.

The operations classified as Enterprise Funds are: Fish Pier, Sewer, Stormwater and Jetport.

Basis of Accounting and Budgeting

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus.

All proprietary funds are accounted for on a flow of economic resources measurement focus.

Budget Overview

The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, expenditures are recorded when the related fund liability is incurred and revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available).

"Measurable" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The City considers property taxes as available if they are collected within 60 days after year-end. Revenues susceptible to accrual are property taxes, special assessments, licenses, interest revenue and charges for services. Fines, permits and parking meter revenues are not susceptible to accrual because generally they are not measurable until received in cash.

The accrual basis of accounting is utilized by proprietary fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Basis of Budgeting

The City follows certain accounting principles for General Fund budgetary reporting purposes that differ from GAAP; the most significant of which are encumbrances treated as expenditures for budgetary purposes, and interfund and interdepartmental transfers under generally accepted accounting principles treated as revenues and/or expenditures for budgetary reporting purposes. In addition, the City's budgetary reporting for insurance claims, compensated absences, and investment income is done in accordance with the cash basis method of accounting, as opposed to the modified accrual method required by generally accepted accounting principles.

Glossary of Terms

Ad Valorem Tax: Property taxes levied on the assessed value of real or personal property.

Administrative Services: The character code classification which includes the cost of memberships to professional organizations, literature, licenses, travel, training, and postage.

Appropriation: An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.

Assessed Valuation: A value that is established for real and personal property for use as a basis for levying property taxes.

Assets: Property owned by a government which has a monetary value.

Authorized Positions: The approved list of positions that an organization may hire to fill.

Balanced Budget: A budget in which planned resources equal planned expenditures.

Benefits: The character code classification for employee related costs such as health insurance, pension, FICA, unemployment, cell phones, clothing and tool allowance, and medical stipends.

Bond: A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation, revenue bonds, and special improvement district bonds. These are most frequently used for construction of large capital projects such as buildings, streets and sewers.

Budget: A financial plan for a specified period of time (fiscal year).

Budget Adjustment / Transfer: A procedure to revise a budget appropriation.

Budget Calendar: The schedule of key dates that a government follows in the preparation and adoption of the budget.

Budget Document: The official written statement prepared by the Budget Office and supporting staff which presents the approved budget by the City Council.

Budget Message: The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations made by the City Manager.

Budgetary Control: The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

Capital Assets: Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Equipment: Tangible property or equipment used for operations, expected to have a service life of more than a year and a cost of more than \$10,000.

Glossary of Terms

Capital Improvements Budget: A plan of proposed capital expenditures and the means of financing them. The capital budget normally is based on a capital improvement program (CIP).

Capital Improvement Program (CIP): A plan for capital improvements to be implemented each year over a fixed period of years to meet capital needs arising from the long-term work effort. It sets forth each project or other contemplated expenditures in which the government is to have a part and specified the full resources estimated to be available to finance the projected expenditures.

Capital Outlays: The character code classification for an expenditure which results in the acquisition of or addition to fixed assets.

Cash Basis: The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

Character Code: A grouping mechanism that characterizes the type of expenditure and / or revenue. The major expenditure classifications utilized by the City of Portland include Payroll, Benefits, Administrative Services, Client Expenses, Contractual Services, Maintenance & Repairs, Rentals, Insurance, Supplies, Minor Capital, Utilities, Contributions, Capital Outlay, and Debt Service. The major revenue classifications include Property & Excise Taxes, Licenses & Permits, Intergovernmental, Charges for Services, Fines Forfeits & Penalties, Uses of Money & Property, and Other Finance Resources.

Client Expenses: The character code classification generally associated with the costs of the Social Services General Assistance Program such as food, housing, prescriptions, and utility expenses.

Contingency Account: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

Contractual Services: The character code classification which accounts for the purchase of services such as consulting, advertising, temporary services, and printing.

Contributions: The character code classification for monies contributed to organizations to help fund their program costs.

Debt Service: Payment of interest and repayment of principal to holders of a government's debt instruments.

Deficit: The excess of an entity's liabilities over its assets (see Fund Balance).

Delinquent Taxes: Taxes remaining unpaid on and after the date on which a late payment penalty is assessed.

Department: A segment of the account number that identifies the highest level in the formal City organization in which a specific activity is carried out.

Depreciation: 1. Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. 2. That portion of the cost of a capital asset which is charged as an expense during a particular period.

Glossary of Terms

Division: A segment of the account number identifying the second level in the formal City organization in which a specific activity is carried out; several divisions may comprise a single department.

Encumbrance: The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Enterprise Fund: A fund established to account for operations financed in a manner similar to a private business enterprise, i.e., where the costs of providing goods and services to the public are financed or recovered through user charges.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditure/Expense: This term refers to the outflow of funds paid for an asset, goods, or services obtained.

Final Allowance: The final budget amounts approved by the City Council.

Fiscal Year (FY): The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Portland has specified July 1 to June 30 as its fiscal year.

Fixed Assets: Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, and other equipment.

Function: A segment of the account number that identifies the budget category of the account. The eleven primary activity classifications used in budgeting include Education, General Government, Public Safety, Public Works, Health and Human Services, Parks and Recreation, Library, Debt Service, County Tax, Metro and the Enterprise Operations.

Fund: An accounting entity which has a set of self-balancing accounts and records all financial transactions for specific activities or government functions. Eight commonly used fund types in public accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

Fund Balance: Fund balance is the excess of assets over liabilities and reserves, and is therefore also known as surplus funds.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards of/and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practices as a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

General Fund: The largest fund within the City, the general fund accounts for most of the financial resources of the government not specifically accounted for in other funds. General fund revenues include general property and other taxes, licenses and permits, fines, forfeits and penalties, use of money and property, intergovernmental charges, service charges,

Glossary of Terms

interdepartmental charges, and reimbursements. General Fund expenditures are categorized as general government, public safety, public works, parks recreation and facilities, health and human services, public library, county tax, metro, and debt service.

General Obligation Bonds: Bonds that finance a variety of public projects such as streets, buildings, and improvements; the repayment of these bonds is usually made from property taxes, and these bonds are backed by the full faith and credit of the issuing government.

Grant: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee.

Holiday Payments: The wages paid to union employees for holidays according to the stipulations of the union contract.

Housing and Community Development Program (HCD): The Special Revenue Fund used to account for the expenditures and revenues received under the Housing and Urban Development's Community Development Block Grant (CDBG).

HUD: The abbreviation for Housing and Urban Development.

Insurance: The character code classification which accounts for insurance expenses including general liability, workers' compensation, and self-insurance.

Intergovernmental Revenue: Funds received from Federal, State and other local government sources, such as grants and shared revenues.

Liability: Debt or other legal obligations arising out of transactions in the past that must be paid or refunded at some future date, not including encumbrances.

Line-Item Budget: A budget which lists each expenditure category or object code separately (salary, materials, telephone service, travel, etc.), along with the dollar amount budgeted for each specified category.

Maintenance and Repairs: The character code classification associated with up-keep of the city's tangible assets such as buildings, equipment, and land.

Maturities: The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

Measurement Focus: The accounting convention which determines (1) which assets and which liabilities are included on an entity's balance sheet and (2) whether its operating statement presents "financial flow" information (revenues and expenditures) or "capital maintenance" information (revenues and expenses).

Mill: The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of property valuation.

Glossary of Terms

Minor Capital Items: The character code classification used for tangible property or equipment used for operations having a cost of \geq \$5,000 and $<$ \$10,000 per single item.

Modified Accrual Basis: The accrual basis of accounting where revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. All governmental funds and Expandable Trust Funds are accounted for using the modified accrual basis of accounting.

Net Budget: The legally adopted budget less all interfund transactions. Those amounts in the budget representing transfers and interfund reimbursements which in effect are double counted in from the perspective of the entire budget are subtracted from the legally adopted budget amount.

Object Code: A segment of the account number identifying the specific types of expenditures and / or revenues at the most detailed level. The city's object codes, defined in the chart of accounts, are utilized across all funds as appropriate, completing the full account number designation. Object Codes are assigned a character code for budget grouping classification purposes.

Operating Budget: The portion of the budget which pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, contractual services, maintenance and repairs, utilities, and supplies.

Operating Transfers Out: The character code classification for interfund transfers or expense activity between funds.

Ordinance: A formal legislative enactment by the governing body of a municipality having the full force and effect of law within the boundaries of the municipality to which it applies, provided it does not conflict with a higher form of law such as a state statute.

Organization Code: A short code identifying an account number's fund, department, division, and program.

Payroll: The character code classification for the cost of employees' wages including salaries, overtime, temporary help, and termination pay.

PDC: The abbreviation for the Portland Development Corporation, a local development corporation, organized by the City in 1991 for the purposes of implementation and administration of economic development programs that enhance and create business and employment opportunities, and the enhancement and coordination of the provision of services to the City's downtown business district.

PDD: The abbreviation for Portland Downtown District.

Program: A segment of the account number identifying the third level in the formal City organization in which a specific activity is carried out; several programs may comprise a single division.

Rental: The character code classification used for rental expenses of land, buildings, vehicles and equipment.

Glossary of Terms

Reserve: An account used to indicate that a portion of a fund's assets are legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution: An order of a legislative body requiring less legal formality than an ordinance or statute.

Revenue: Funds which the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

Revenue Estimate: A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

Risk Management: An organized attempt to protect a government's assets against accidental loss in the most economical method.

Self Insurance: The underwriting of one's own insurance instead of obtaining coverage from a private provider.

Source of Revenue: Revenues are classified according to their source or point of origin.

Special Assessment: A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Fund: A fund created to account for transactions related to revenues and expenditures under certain federal and state grants and from other sources, upon which legal restrictions are imposed.

Supplies: The character code classification relating to the purchase of materials, provisions, and other tangible goods.

Tax Levy: The total amount to be raised by general property taxes.

Tax Lien: The legal method for collecting delinquent real estate taxes.

Tax Rate: The amount of taxes (mills) levied for each \$1,000 of assessed valuation.

Termination: The final wage payment for accrued vacation and sick time, if applicable, upon an employee's termination with the City.

Utilities: The character code classification which includes expenses for electricity, heating fuel, telephone, water and sewer, and stormwater.

Wage Adjustment: A wage reserve account for changes which may result from scheduled union contract negotiations.

Portland, Maine



Yes. Life's good here.

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