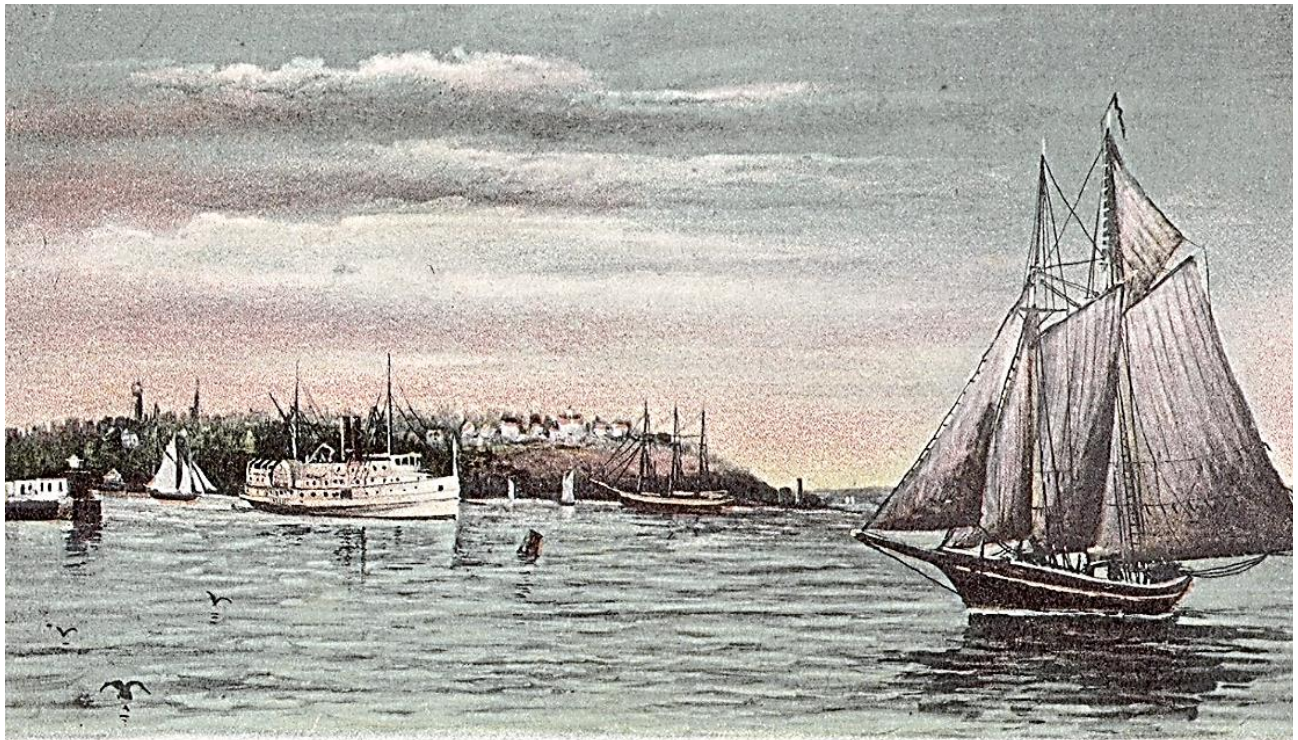


Municipal Budget

CITY OF PORTLAND, MAINE

July 1, 2020 – June 30, 2021



Boston Steamer, leaving Portland

Published in Germany for G. W. Morris, Portland, Maine.

City of Portland, Maine

FY21 Municipal Budget

TABLE OF CONTENTS

SUMMARY INFORMATION

2020-2021 Tax Rate Computation	1
2020-2021 Tax Levy by Budget Category	2
Comparative Budget Summary	3
Budget Highlights	4
Authorized Employees	8
Capital Outlay by Department	10

GENERAL FUND

Key Revenues and Expenditures:	
Revenues	13
Expenditures	16
Comparative Statement of Revenues	20
Departmental Budget Summary by Expenditure Category	24
Categorical Budget Summary by Expenditure Category	25
Departmental Budgets:	
11-000 City Council	26
12-000 City Clerk	27
13-000 Executive	28
14-000 Assessor	29
15-000 Finance	30
16-000 Legal	33
17-000 Human Resources	34
18-000 Parking	35
19-000 Housing and Economic Development	40
21-000 Police	44
22-000 Fire	51
24-000 Planning and Development	57
25-000 Permitting and Inspections	61
29-000 Information Technology	66
31-000 Public Works	67
33-000 Parks, Recreation and Facilities	79
35-000 Public Buildings and Waterfront	94
44-100 HHS-Administration	106
44-200 HHS-Public Health	107
44-300 HHS-Social Services	114
44-400 HHS-Barron Center	120
47-000 Debt Service	130
48-000 Library	131
51-000 Pension	132
52-000 Employee Benefits	133

TABLE OF CONTENTS

Departmental Budgets (Continued):

61-000	Contingency	139
62-000	Insurance	140
63-000	County Tax	141
65-000	Memberships/Other	142
67-000	Wage Adjustment	146

ENTERPRISE FUNDS

Key Revenues and Expenditures:

Revenues	147
Expenditures	148

Comparative Statement of Revenues	150
-----------------------------------	-----

Departmental Budget Summary by Expenditure Category	152
---	-----

Departmental Budgets:

530-35	Fish Pier	153
570-00	Sewer Fund	154
571-00	Stormwater Fund	163
583-28	Jetport	168

HOUSING & COMMUNITY DEVELOPMENT PROGRAM

Key Revenues and Expenditures:

Revenues	179
Expenditures	180

FY21 HCD Program Budget	181
-------------------------	-----

SCHOOL DEPARTMENT BUDGET

Portland School Committee	185
---------------------------	-----

Key Revenues and Expenditures	186
-------------------------------	-----

Comparative Statement of Revenues	187
-----------------------------------	-----

Revenues by Source -- Pie Charts	189
----------------------------------	-----

Comparative Budget Summary	190
----------------------------	-----

School Expenditures by Category -- Pie Charts	193
---	-----

APPENDICES

Budget Overview	195
-----------------	-----

Glossary	200
----------	-----

City of Portland, Maine

City Council

Kate Snyder
Mayor
(2023)

Belinda S. Ray
District 1
(2021)

Kimberly Cook
District 5
(2020)

Spencer Thibodeau
District 2
(2021)

Jill C. Duson
At Large
(2020)

Tae Y. Chong
District 3
(2022)

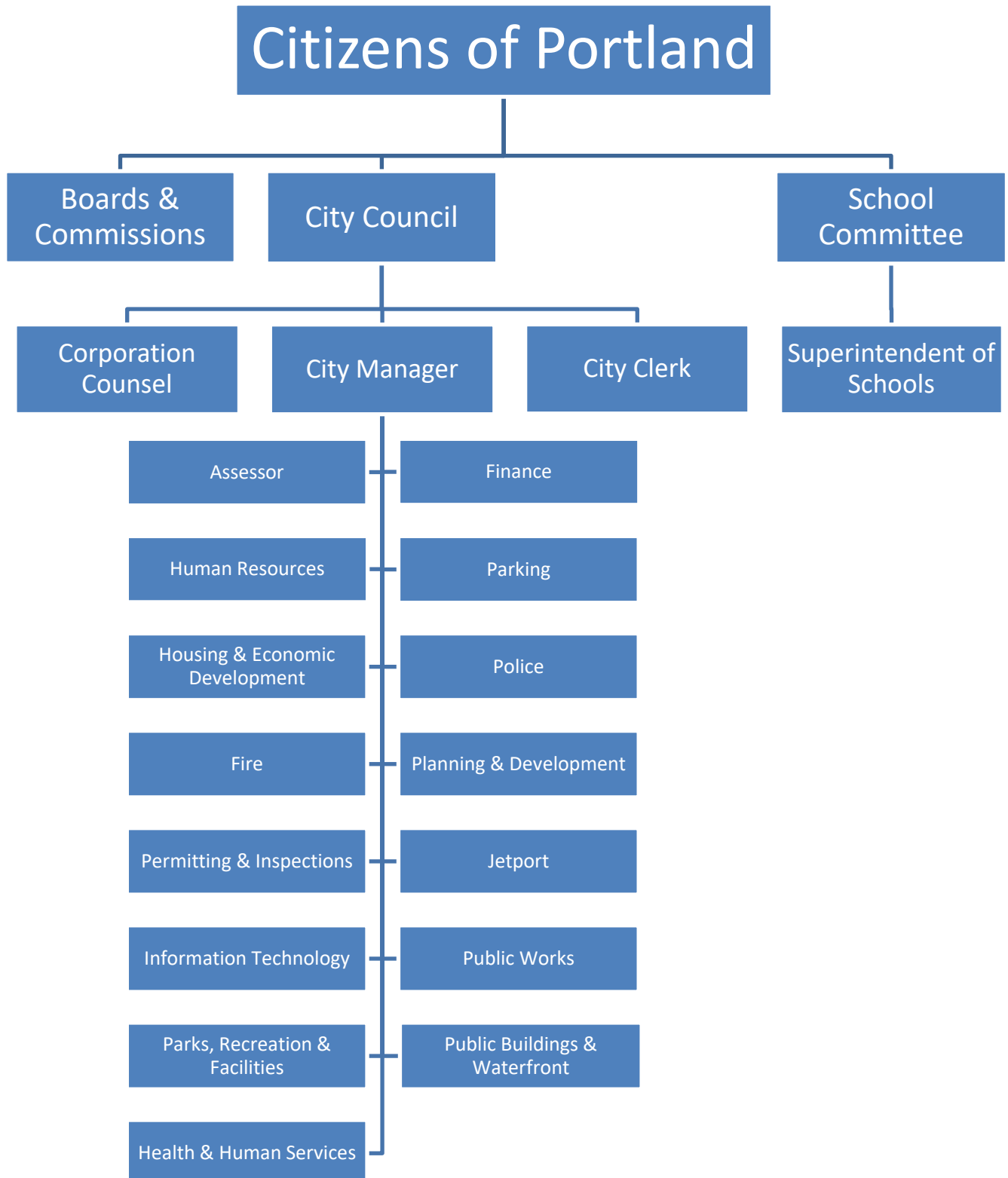
Pious Ali
At Large
(2022)

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

Department	Department Head
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	Ethan Hipple
Permitting & Inspections	Vacant
Planning & Development	Christine Grimando
Police	Chief Frank Clark
Public Buildings & Waterfront	Katherine Alves
Public Works	Christopher Branch



Portland, Maine

Yes. Life's good here.

This page intentionally left blank.

City of Portland, Maine
Tax Rate Computation
FY21

	General Fund	Enterprise Funds	TOTAL MUNICIPAL	School Dept	GRAND TOTAL
Total Expenditures	\$202,806,660	\$54,179,760	\$256,986,420	\$119,862,677	\$376,849,097
Less: Revenues	(109,051,966)	(50,224,881)	(159,276,847)	(24,694,600)	(183,971,447)
Surplus	0	(3,954,879)	(3,954,879)	(829,333)	(4,784,212)
Tax Levy	\$93,754,694	\$0	\$93,754,694	\$94,338,744	\$188,093,438
Tax Levy %			49.8%	50.2%	100.0%

Valuation	8,070,000,000
------------------	----------------------

Tax Rate:

FY21	\$11.62	\$0.00	\$11.62	\$11.69	\$23.31
FY20	\$11.62	\$0.00	\$11.62	\$11.69	\$23.31
\$ Increase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
% Increase	0.0%	0.0%	0.0%	0.0%	0.0%

City of Portland, Maine
Comparative Tax Levy by Budget Category
FY21 Budget versus FY20 Budget

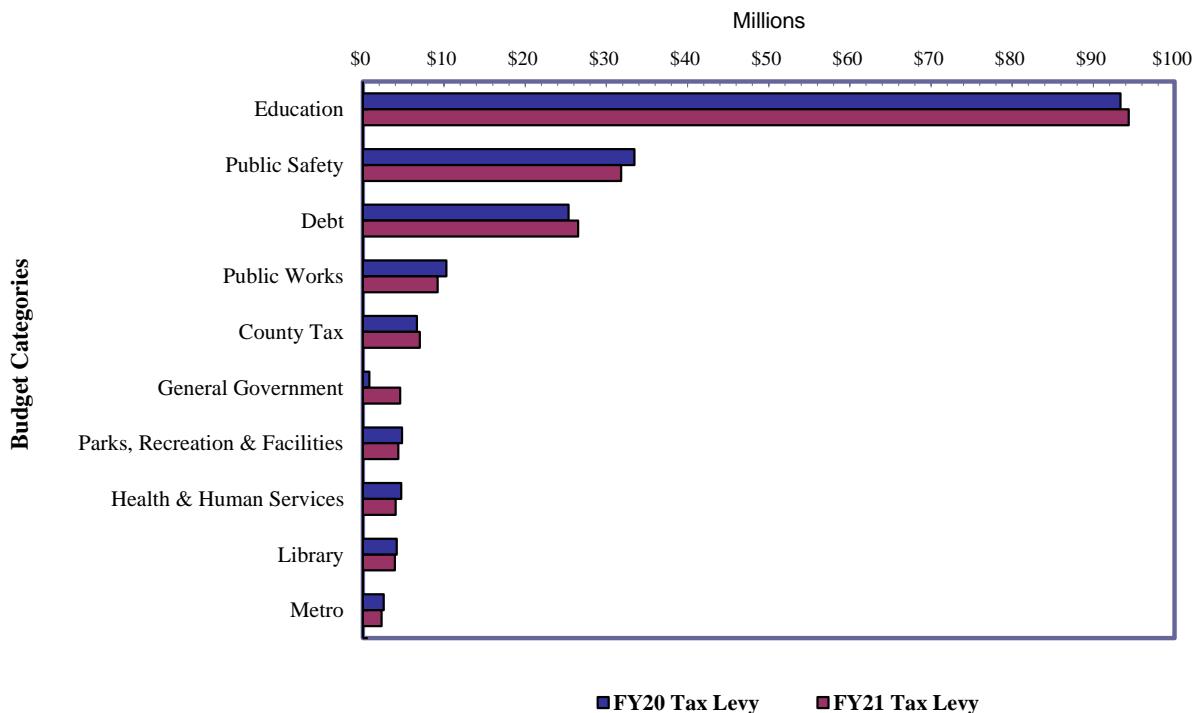
Department	FY20 Tax Levy	FY21 Tax Levy	\$ Change	% Change	FY20 Tax Rate	% of Taxes	FY21 Tax Rate	% of Taxes
Education	\$93,345,139	\$94,338,744	\$993,605	1.1%	\$11.69	50.1%	\$11.69	50.2%
Public Safety	\$33,453,239	\$31,808,884	(\$1,644,355)	-4.9%	\$4.19	18.0%	\$3.94	16.9%
Debt	\$25,356,302	\$26,510,511	\$1,154,209	4.6%	\$3.18	13.6%	\$3.28	14.1%
Public Works	\$10,293,784	\$9,195,909	(\$1,097,875)	-10.7%	\$1.29	5.5%	\$1.14	4.9%
County Tax	\$6,640,316	\$7,011,159	\$370,843	5.6%	\$0.83	3.6%	\$0.87	3.7%
General Government	\$789,435	\$4,579,595	\$3,790,160	480.1%	\$0.10	0.4%	\$0.57	2.4%
Parks, Recreation & Facilities	\$4,809,689	\$4,374,873	(\$434,816)	-9.0%	\$0.60	2.6%	\$0.54	2.3%
Health & Human Services	\$4,728,803	\$4,044,904	(\$683,899)	-14.5%	\$0.59	2.5%	\$0.50	2.2%
Library	\$4,178,550	\$3,927,837	(\$250,713)	-6.0%	\$0.52	2.2%	\$0.49	2.1%
Metro	\$2,563,535	\$2,301,022	(\$262,513)	-10.2%	\$0.32	1.4%	\$0.29	1.2%
Total:	\$186,158,792	\$188,093,438	\$1,934,646	1.0%	\$23.31	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
FY21 and FY20 Comparison
Tax Levy in Millions



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

Department		FY19 Actual	FY20 Budget	FY20 Projection	FY21 Budget
100-11-000	City Council	\$295,778	\$344,046	\$345,575	\$450,014
100-12-000	City Clerk	509,609	622,721	659,480	679,454
100-13-000	City Manager	989,419	929,877	1,055,882	764,688
100-14-000	Assessor	399,885	435,159	424,626	418,620
100-15-000	Finance	2,041,891	1,952,730	1,853,430	1,865,502
100-16-000	Legal	649,199	741,338	738,474	728,821
100-17-000	Human Resources	1,069,591	1,071,134	1,189,920	1,072,530
100-18-000	Parking	2,232,886	2,366,214	2,362,911	2,244,853
100-19-000 ¹	Housing & Economic Development	606,175	674,528	768,912	1,220,230
100-21-000	Police	16,739,602	17,757,540	17,134,978	17,195,829
100-22-000	Fire	17,847,821	18,235,148	18,343,717	17,804,366
100-24-000 ¹	Planning & Development	1,740,440	2,080,032	1,893,142	1,425,522
100-25-000	Permitting & Inspections	1,803,137	1,848,559	1,817,338	1,926,043
100-29-000	Information Technology	2,826,333	2,914,482	2,905,879	2,589,248
100-31-000	Public Works	15,411,874	14,636,202	14,818,629	13,655,734
100-33-000	Parks, Recreation & Facilities	10,885,756	11,517,193	11,131,590	9,324,469
100-35-000	Public Buildings & Waterfront	4,711,129	5,080,341	4,980,568	5,079,184
100-44-100	HHS Administration	382,313	337,276	309,076	329,165
100-44-200	Public Health	986,986	2,093,528	2,099,780	2,216,800
100-44-300	Social Services	10,326,877	13,167,747	13,282,343	14,623,335
100-44-400	Barron Center	14,627,732	15,947,969	15,696,392	16,112,624
100-47-000	Debt Service	42,026,213	45,087,798	44,174,897	45,700,279
100-48-000	Library	4,062,000	4,178,550	4,178,550	3,927,837
100-51-000	Pension	7,928,610	8,398,292	8,246,577	7,764,619
100-52-000	Employee Benefits	20,875,514	23,445,886	21,195,046	22,257,159
100-61-000	Contingent	279,953	250,000	250,000	250,000
100-62-000	Liability Insurance	701,796	839,325	794,496	793,128
100-63-000	County Tax	6,288,845	6,640,316	6,640,316	7,011,159
100-65-000	Memberships & Contributions	3,127,847	3,303,640	3,299,113	3,375,448
100-67-000	Wage Adjustment	-	(165,000)	-	-
Total General Fund Expenditures:		\$192,375,211	\$206,732,571	\$202,591,637	\$202,806,660
530-35-000	Fish Pier	\$242,433	\$388,679	\$368,375	\$423,216
570-00-000	Sewer	24,533,277	27,032,572	25,826,741	26,708,918
571-00-000	Stormwater	2,185,734	2,788,837	2,878,393	2,972,872
583-28-000	Jetport	19,972,131	26,578,275	22,500,655	24,074,754
Total Enterprise Funds:		\$46,933,576	\$56,788,363	\$51,574,164	\$54,179,760
Total General & Enterprise Funds:		\$239,308,787	\$263,520,934	\$254,165,801	\$256,986,420

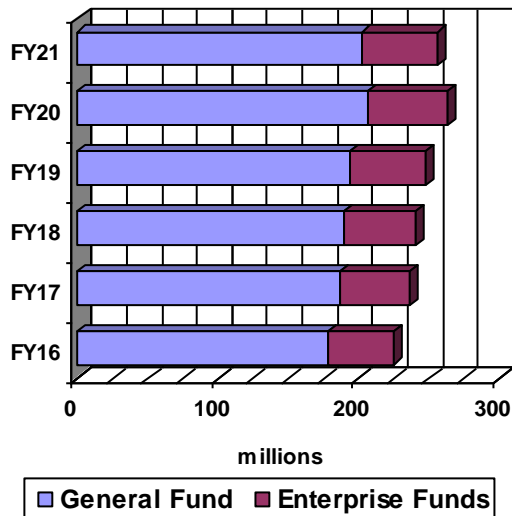
*** Notes:**

¹ Housing & Community Development division transferred from Planning to Housing & Economic Development in FY21

² Covid-19 Pandemic began mid-March 2020 (FY20)

Budget Highlights

**General Fund & Enterprise Funds
FY16 - FY21**



General Fund Expenditures

The 2020-2021 General Fund budget totals \$202,806,660, a decrease of \$3,925,911 or 1.9%. As the magnitude of the coronavirus began to emerge in March of 2020, the City began scaling back City operations. With the FY21 budget well underway under the pre-pandemic scenario, the City's FY21 budget passage was then delayed. The City's FY21 final approved budget, passed by Council in September of 2020, incorporates the awareness of the evolving economic changes in the midst of the pandemic. The major changes in the FY21 budget include:

Social Services Client Services	\$ 1,260,038
Debt Service	\$ 612,481
County Tax	\$ 370,843
Waste Management Contract	\$ 310,800
Electricity	\$ 180,484
Barron Center Healthcare Consulting Services	\$ 180,000
METRO	\$ 89,286
Snow Dump	\$ 88,000
Police Steering Committee	\$ 75,000
Waterfront Trail & Seawall Repairs	\$ 75,000

Construction Supplies	\$ (34,980)
Printing	\$ (35,521)
Postage & Freight	\$ (36,563)
Advertising	\$ (36,645)
Vehicle / Equipment Rental	\$ (40,425)
Liability Insurance	\$ (46,197)
Capital Outlay	\$ (52,196)
Program-Activity Expense	\$ (55,850)
Land & Building Rental	\$ (58,086)
Workers' Comp Indirect Chargebacks	\$ (58,278)
Zoning Rewrite / Recode (FY20 Expense)	\$ (75,000)
Supplies – All Other	\$ (104,021)
Legal Services	\$ (106,507)
Wearing Apparel	\$ (116,952)
Temporary Services	\$ (161,373)
Computers & Technology Supplies	\$ (164,604)
Travel & Training	\$ (178,250)
Food Expense	\$ (206,969)
Minor Equipment & Minor Capital Items	\$ (231,092)
IT Computer Software & Maint. Contracts	\$ (238,574)
Vehicle Fuel	\$ (248,739)
Library Contribution	\$ (250,713)
Traffic Pavement Markings	\$ (269,765)
Other Contractual Misc. Services	\$ (425,731)
Employee Benefits	\$ (1,642,187)
City Wages	\$ (2,194,395)

Enterprise Funds Expenditures

The 2020-2021 Enterprise Funds budget totals \$54,179,760, a decrease of \$2,608,603 or 4.6% over the 2019-2020 budget; this budget decrease is largely attributed to the Jetport as a result of the Covid-19 outbreak.

The FY21 Jetport expenditure budget decreased \$2,503,521 or 9.4% (or \$1,701,897, or 6.6%, excluding surplus). The more significant Jetport budgetary changes include the following:

Contributions (Air Rescue & Police Security)	\$ 120,853
Terminal Exterior Landscape & Plant Care	\$ (75,000)
Advertising	\$ (83,500)
Administrative Svcs (Excluding Surplus)	\$ (84,950)
Capital Outlay Other Equipment	\$ (86,319)
Capital Outlay Vehicle	\$ (87,500)

Field Snow Plow & Removal Services	\$ (92,135)
Utilities	\$ (99,716)
Wages	\$ (112,082)
Baggage Handling & Jet Bridge Maint.	\$ (119,158)
Airfield Pavement Markings	\$ (125,000)
Other Contractual Misc. Services	\$ (133,405)
Terminal Asset Mgmt System (FY20 Expense)	\$ (150,000)
Supplies – All Other	\$ (198,877)
Capital Outlay Building Improvements	\$ (357,882)
Anticipated Surplus	\$ (801,624)

The FY21 Sewer Fund expenses decreased \$323,654 or 1.2%. The more substantial budgetary changes comprise of the following:

Rodent Control Contracted Services	\$ 112,000
Sewer Inspection / Camera Contracted Svcs	\$ 100,000
Financial Software Implementation (FY20)	\$ (41,120)
Debt Service Division	\$ (59,042)
Maintenance & Repair	\$ (80,760)
Manhole Structure Adjustment Contracted Svcs	\$ (100,000)
INFOSWMM Computer Software Svc (FY20)	\$ (100,000)
109 District Road Improvements (FY20)	\$ (135,745)

The FY21 Stormwater Fund has an expenditure budget of \$2,972,872, resulting in an increase of \$184,035 or 6.6%. The more significant expenditure variances are:

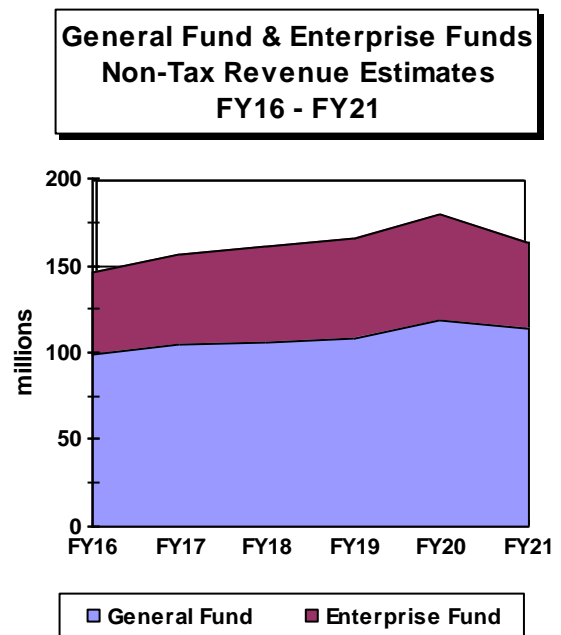
Benefits	\$ 115,725
Contracted Services Miscellaneous	\$ 70,181
Debt Service Division	\$ 69,528
Wages	\$ 25,585
Vehicle Maintenance & Repair	\$ (21,000)
Administrative Services	\$ (25,305)
Architecture & Engineering Services	\$ (26,000)

The FY21 Fish Pier Fund has an expenditure budget of \$423,216, resulting in an increase of \$34,537 or 8.9%.

Wages	\$ 42,647
-------	-----------

General Fund Revenues

The 2020-2021 General Fund non-tax revenues are estimated at \$113,475,489, a decrease of \$4,552,041, or 3.9%, over the 2019-2020 budget. The revenue areas substantially negatively impacted by the coronavirus pandemic include Parking, the Parks & Recreation Department, and the Waterfront / Cruise Ship operations. The Health & Human estimated revenue increases are directly correlated with expenditures. The revenue changes include the following:



SS State Social Services (GA)	\$ 1,264,137
Social Services Misc. Reimbursements	\$ 570,745
Social Services Division Grant Reimb.	\$ 435,527
Public Health Division Grant Reimb.	\$ 417,016
TIF Reimbursements	\$ 369,890
India Street Donation	\$ 267,665
Police Dispatch Division	\$ 242,711
MEDCU Public Safety Charges for Services	\$ 200,000
Street Occupancy	\$ 198,805
Permitting & Inspections Business Licenses	\$ 182,768
Parks Division	\$ 115,505
Police Investigative Services Misc. Reimb.	\$ 79,837
Economic Dev. Misc. Reimb.	\$ 78,508

Fire Air Rescue Enterprise Fund Chargebacks	\$ 76,668
Debt Service Enterprise Fund Chargebacks	\$ 72,171
Revenue Sharing	\$ 69,842
Planning Public Safety Charges for Services	\$ 69,500
Benefits Enterprise Fund Chargebacks	\$ 59,203
Housing & Community Dev. Grant Reimb.	\$ 56,310
Adult Day Care Division	\$ (64,354)
Police Uniformed Ops School Chargebacks	\$ (98,560)
Payment in Lieu of Taxes (PILOT)	\$ (100,000)
Social Services Medicaid (MaineCare)	\$ (123,600)
Interest & Penalties	\$ (150,000)
Barron Center Non-Patient Receipts	\$ (169,493)
Public Works CIP Chargebacks	\$ (172,211)
Temple Street Parking Garage	\$ (225,000)
Health Insurance Employee Reimbursement	\$ (280,623)
Debt Service School Department Chargebacks	\$ (404,753)
Parking Tickets	\$ (630,000)
Public Assemblies Division	\$ (666,967)
Hourly Parking	\$ (710,000)
Excise Taxes	\$ (1,003,000)
Parking Meters	\$ (1,095,100)
Recreation Division	\$ (1,437,292)
Waterfront Division	\$ (1,983,967)

Enterprise Funds Revenues

The Enterprise Funds 2020-2021 revenue estimates are \$50,224,881, a decrease of \$11,246,654 or 18.3%.

The major changes in the revenue estimates include the following:

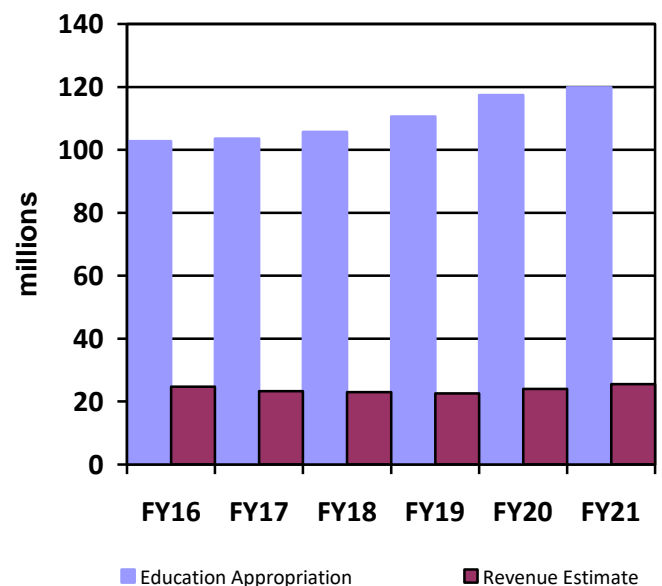
Sewer Interest Income	\$ 184,500
Stormwater Interest Income	\$ 65,000
Sewer Enterprise Fund Chargebacks	\$ 53,431
Jetport Misc. Charges for Services	\$ (58,353)
Stormwater User Fees	\$ (177,235)
Jetport Concessions	\$ (638,350)
Jetport Terminal Rental	\$ (808,919)
Sewer User Fees	\$ (969,698)
Jetport Landing Fees	\$ (2,333,932)
Jetport Car Rental Commissions	\$ (2,600,705)
Jetport Parking Income	\$ (3,639,035)

Housing & Community Development Program (HCD)

The final 2020-2021 HCD program totals \$2,081,348, an increase of \$38,782, or 1.9%, from the 2019-2020 program: the Entitlement Grant increased \$39,197 and Program Income decreased by \$415. The 2020-2021 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, and no use of Surplus Funds.

Education

**Education Appropriations &
Non-Tax Revenue Estimates
FY16-FY21**



The Education budget for 2020-2021 is \$119,862,677, an increase of \$2,473,407 or 2.1%. A summary of the more significant school expenditure changes is provided below:

Wages	\$ 995,589
Benefits	\$ 728,622
Special Ed Contracted Services	\$ 199,528
Electricity	\$ 173,383
Professional Education Services	\$ 140,000

Natural Gas	\$ 101,272
Tech-Related Equipment < \$10k	\$ 99,552
Books & Periodicals	\$ 91,996
Employee Training & Development Svcs	\$ 89,996
Insurance – General Liability	\$ 88,921
Recycling Services	\$ 78,040
Equipment > \$10k	\$ 75,000
General Supplies	\$ 58,357
Instructional Supplies	\$ (52,399)
Food	\$ (59,959)
Purchased Professional & Technical Svcs	\$ (60,769)
E-books & Online Subscriptions	\$ (75,868)
Debt Service	\$ (88,091)
Tuition to Private Source	\$ (133,650)

The total non-tax revenue estimate for Education is \$25,523,933, an increase of \$1,479,802 or 6.2%. A summary of the revenue changes are as follows:

State Subsidy – EPS/Debt Service	\$ 1,030,862
SEED Withholding	\$ 1,001,000
Adult Ed State Subsidy	\$ 99,954
Surplus Use	\$ 60,050
Tuition Public K-8	\$ 50,000
Tuition – State Agency Client	\$ (30,000)
Transportation Fees Private	\$ (35,000)
MaineCare Medicaid Reimbursement	\$ (713,928)

City of Portland
Authorized Employees
FY16-FY21

Department	FY16	FY17	FY18	FY19	FY20	FY21
City Council	-----	1.0	-----	-----	-----	-----
City Clerk	8.9	7.4	7.8	7.9	7.9	7.9
City Manager	14.0	10.0	13.0	10.5	9.5	8.5
Assessor	4.9	5.9	5.9	5.9	5.9	5.7
Finance	24.3	24.0	25.0	25.0	25.0	24.4
Legal	6.0	6.0	6.0	7.0	7.0	7.0
Human Resources	10.0	10.5	11.0	11.0	10.5	11.3
Parking	29.6	29.6	29.6	29.6	30.0	29.0
Housing & Economic Development	4.0	5.8	5.8	7.1	7.0	16.0
Police	223.3	227.3	232.3	226.3	227.0	224.0
Fire	228.1	229.6	229.2	226.0	226.0	224.0
Planning & Development	34.7	21.5	24.0	24.0	24.0	17.0
Permitting & Inspections	-----	25.0	28.0	28.0	28.5	30.8
Information Technology	17.0	17.0	17.0	17.3	16.0	16.0
Public Works	132.0	125.0	129.0	131.0	131.5	122.1
Parks, Recreation & Facilities	136.5	155.2	161.5	142.0	141.7	116.42
Public Buildings & Waterfront	-----	-----	-----	24.5	24.5	22.0
Health & Human Services:						
HHS-Administration	-----	5.0	5.0	5.0	4.0	4.0
Public Health	62.3	38.2	25.0	27.1	28.3	32.3
Social Services	90.7	78.3	80.1	87.8	93.5	94.5
Barron Center	266.7	260.7	263.7	244.0	246.8	237.6
<i>Total HHS:</i>	<i>419.7</i>	<i>382.2</i>	<i>373.8</i>	<i>363.9</i>	<i>372.6</i>	<i>368.4</i>
Subtotal:	1,293.0	1,283.0	1,298.9	1,287.0	1,294.6	1,250.4

***Notes:**

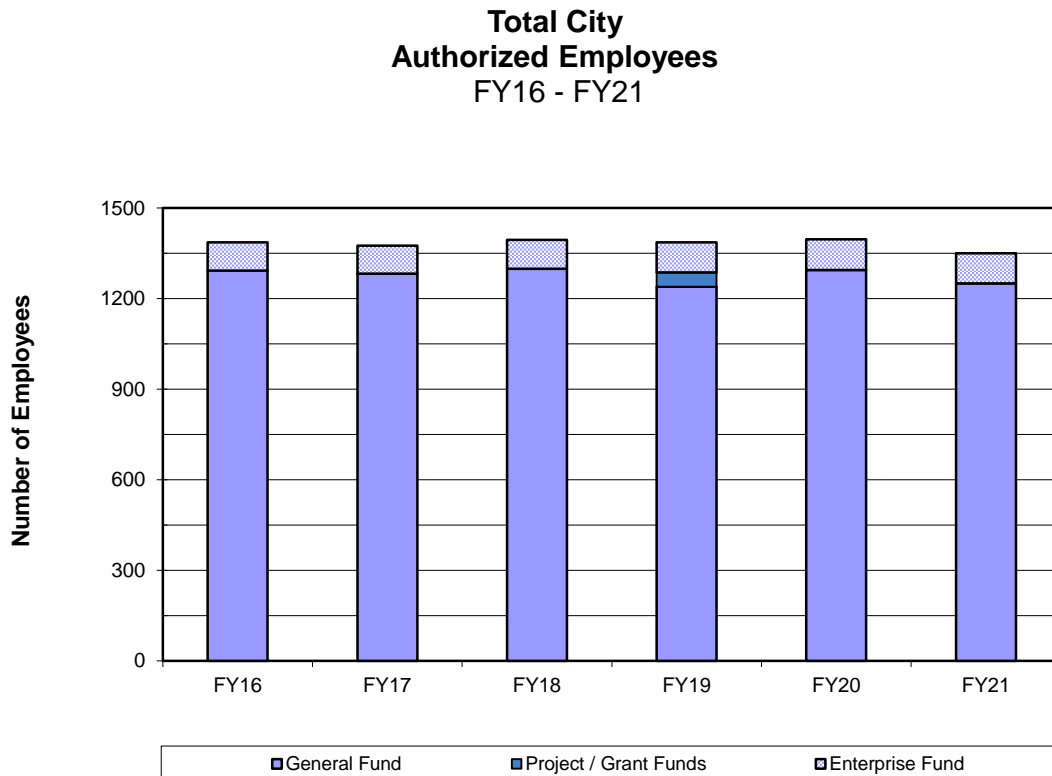
- Housing & Community Development transferred from Planning to Housing & Economic Development in FY21 (Reorg)
- Planning Administration's CDBG/HOME/Lead Grant positions transferred to Housing & Economic Development's Housing & Community division in FY21
- Barron Center's Nutrition & Supply positions transferred to Parks Recreation & Facilities' Concessions division during FY20 (Reorg)
- Emergency Preparedness transferred from the City Manager's Office to Public Health Administration in FY20 (Reorg)
- Full-time project positions restored 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 (Reorg)
- Public Buildings & Waterfront divisions split from Parks, Recreation & Facilities in FY19, excluding Custodial Services (FY19 new division)
- 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 (Reorg)
- HHS Administration split from HHS divisions in FY17 (Reorg)

City of Portland
Authorized Employees
FY16-FY21

Department	FY16	FY17	FY18	FY19	FY20	FY21
Enterprise Funds:						
Sewer Fund	32.0	31.0	30.0	33.0	33.0	34.0
Stormwater Fund	11.5	11.0	13.0	10.0	10.0	9.0
Jetport	49.5	50.5	52.5	56.0	59.0	57.0
Subtotal:	93.0	92.5	95.5	99.0	102.0	100.0
Total City Employees:	1,386.0	1,375.5	1,394.4	1,386.0	1,396.6	1,350.4

***Notes:**

-Includes 3.0 Sewer Fund positions approved during FY21 (DEP/EPA staffing levels)



City of Portland, Maine
Approved Capital Expenditures
FY21

Department	Description	Amount	Total
GENERAL FUND:			
Parks, Recreation & Facilities			
	Cemeteries Zero Turn Mower Replacement	\$10,000	
	Total Parks, Recreation & Facilities		\$10,000
Public Buildings & Waterfront			
	Cummings Center 1st Floor Restroom ADA Renovations	\$50,000	
	School HVAC Van Replacement	25,000	
	Expo Boom Lift	25,000	
	Waterfront Boom Lift Replacement	25,000	
	Hadlock Field Plaza Lighting Conduit / Wire Replacement	20,000	
	Total Public Buildings & Waterfront		\$145,000
Barron Center			
	BC Administration Vestibule Renovations	\$36,065	
	BC I Whirlpool Tub Replacement	25,000	
	BC New Furniture	12,000	
	Total Barron Center		\$73,065
Total General Fund Approved Capital Expenditures:			\$228,065

City of Portland, Maine
Approved Capital Expenditures
FY21

Fund	Description	Amount	Total
ENTERPRISE FUNDS:			
Sewer			
	IBAK Pan & Tilt Camera	\$64,255	
	Total Sewer		\$64,255
Jetport			
	Parking Garage Maintenance	\$300,000	
	Terminal Rooftop Replacement	250,000	
	Parking CRF Renovations	250,000	
	Field TWY B Connector (Local Share)	235,000	
	Terminal Elevator Upgrades	195,000	
	Field Yellowbird Road Retainer Wall	190,000	
	Field Ground / Air Radio Upgrade	150,000	
	Terminal Building Management Hardware & Software Upgrade	125,000	
	Field Crack Cleaning / Sealing Equipment	100,000	
	Parking Electric Utility Vehicle / Golf Cart Upgrades	88,000	
	Field TWY H (Local Share)	82,000	
	Terminal FIDS Network DVC Replacements	80,000	
	Field ARFF Building Improvements	75,000	
	Terminal Canopy Painting	75,000	
	Terminal FIDS & Wi-Fi Switch Upgrades	75,000	
	Terminal Roadway Rehabilitation	50,000	
	Terminal Covid-19 Building Improvements	50,000	
	Terminal VoIP City Network Switch Upgrade	50,000	
	Operations CCTV Infrastructure IP Cameras	39,259	
	Operations Security Server	35,000	
	Parking Credit Card Machines	35,000	
	Field Yellowbird Road Trail	25,000	
	Parking Garage Maintenance Design Fees	20,000	
	Field Maintenance Facility Facad Repairs	15,000	
	Terminal South Side Exterior Calking	15,000	
	Terminal 2nd & 3rd Level Concrete Floor Repair	15,000	
	Terminal AC-3 VAV Replacement	15,000	
	Terminal Base Map Update	10,000	
	Operations Vehicle / Wraps Illuminated Number Install	5,000	
	Total Jetport		\$2,649,259
Total Enterprise Funds Approved Capital Expenditures:			\$2,713,514



Portland, Maine

Yes. Life's good here.

This page intentionally left blank.

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, traditionally in 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.

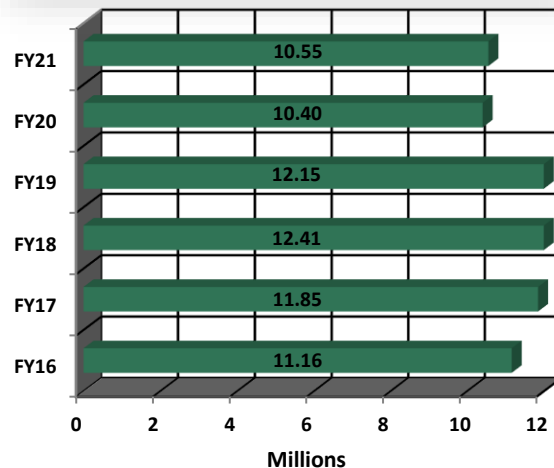
The last property revaluation was phased in over two years: FY2006 and FY2007. The previous revaluation was done in 1992.

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

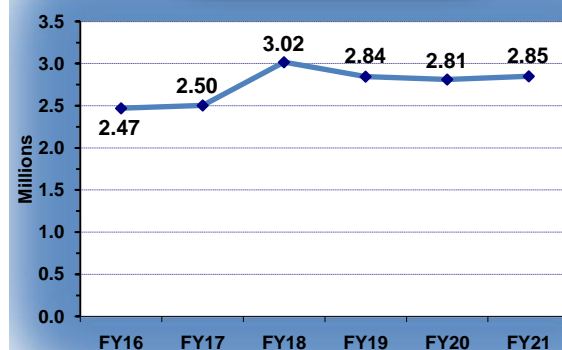


Note: FY20 and FY21 are estimated amounts.

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

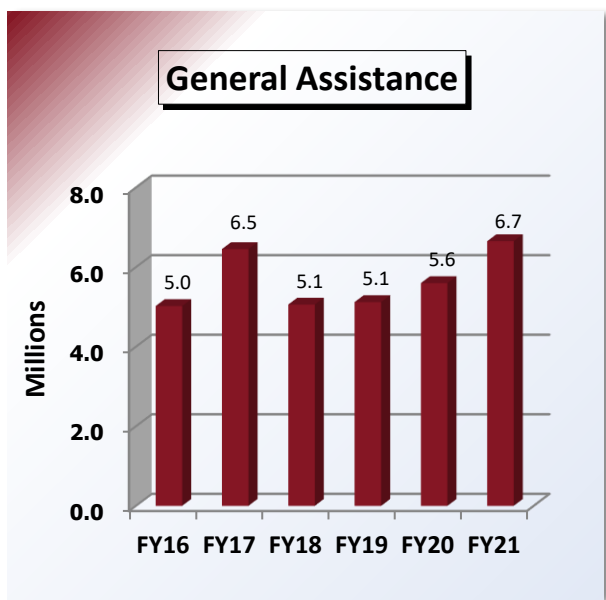


Note: FY20 and FY21 are estimated amounts.

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, Street Occupancy and the Cable TV Franchise 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.

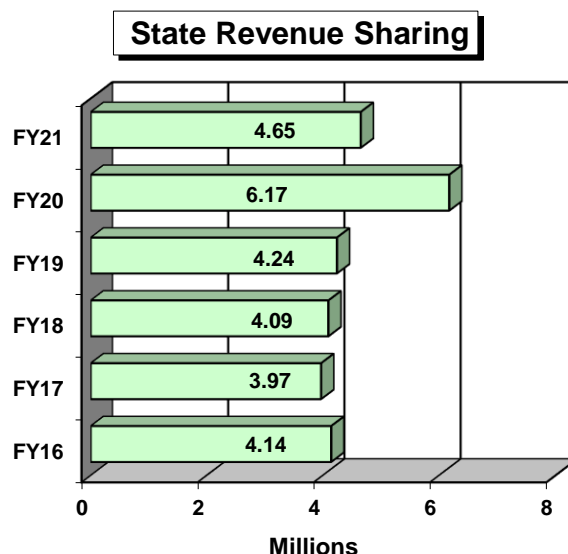


Note: FY20 and FY21 are estimated amounts.

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 FY20 and the FY21 estimates reflect an increased need for assistance resulting from the influx of asylum seekers in the summer of FY20

and the pandemic in the spring of FY20. 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.

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



Note: FY20 and FY21 are estimated amounts.

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 488 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.

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.

In FY20 the State partially restores the Revenue Sharing distribution pool, which has been reduced since FY2014, to 3.0%, and to 3.75% in FY21.

Revenue Sharing I is based on the following formula:

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

Revenue Sharing II is based on the following formula:

- $$\frac{\text{assessment}}{\text{state valuation}} = \text{mil. rate}$$
- $$(\text{mil. Rate} - .01) \times \text{population} = \text{the town's computed number}$$
- $$\frac{\text{computed number}}{\text{sum of all computed numbers}} = \text{proportional share of REV-II distributions}$$

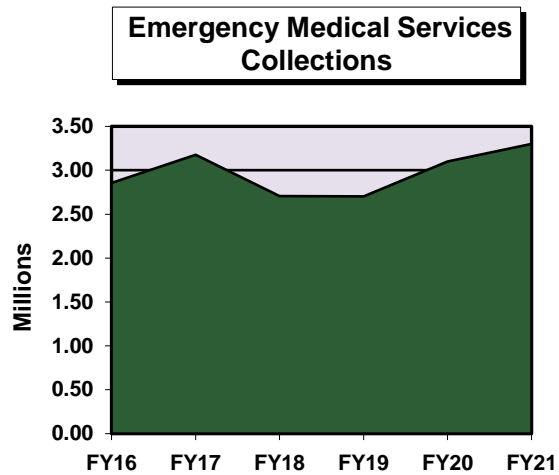
In FY2021, the State's Revenue Sharing projected share for Portland is 5.4% based on the most recent data.

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.

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

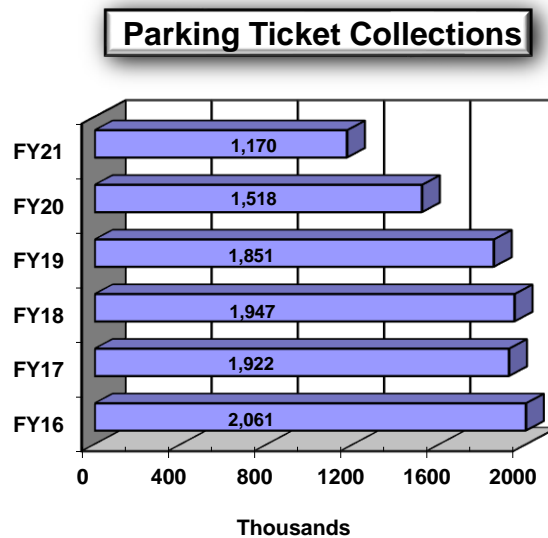


Note: FY20 and FY21 are estimated amounts.

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.

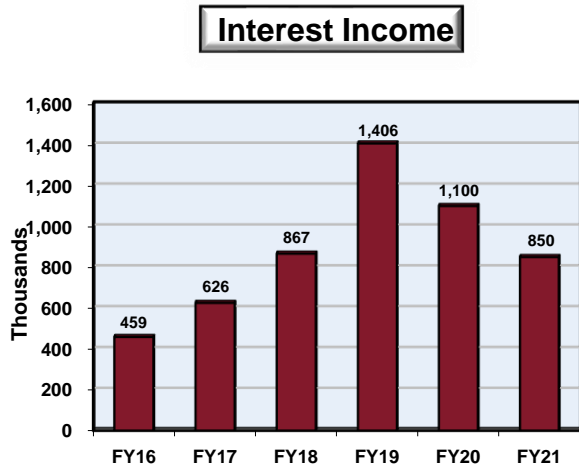
Parking violations contribute to the majority of the revenues found under Fines, Forfeits & Penalties.



Note: FY20 and FY21 are estimated amounts.

6. USE OF MONEY AND PROPERTY

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



Note: FY20 and FY21 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. Other revenue includes TIF and other miscellaneous reimbursements, Other Agency Revenues, and various grant reimbursements including 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, Executive, Assessor, Finance, Legal, Human Resources, Parking, Housing & 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, emergency 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 Social Service Administration, General Assistance, the Oxford Street Shelter and the Family Shelter. Day services are available at the Oxford Street Shelter. During the influx of asylum seekers and then again during the pandemic, Social Services opened a temporary shelter at the Portland Expo. Social Services also provides case management, including assistance with securing housing and job placement, and representative payee services to clients.

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 residents with 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.

A large 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.

5. PARKS, RECREATION AND FACILITIES

The Department of Parks, Recreation and Facilities oversees Parks, Forestry and Cemetery, recreational programs and activities including permitting of outdoor events, races and rallies, the marketing and event management venues including Merrill Auditorium, 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 1,288 acres of 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 serves the many citizens and visitors of Portland through 67 individual parks and 8 miles of multi-use trails.

The Parks, Recreation, and Facilities Department also maintains 20,000 City trees as

well as providing new plantings, and manages two active cemeteries (Evergreen and Forest City) and eleven inactive cemeteries.

Recreation offers a vast array of services and leisure activities including Community Centers, recreation programs, before and after school care, center for therapeutic recreation, three 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 85.1% 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.

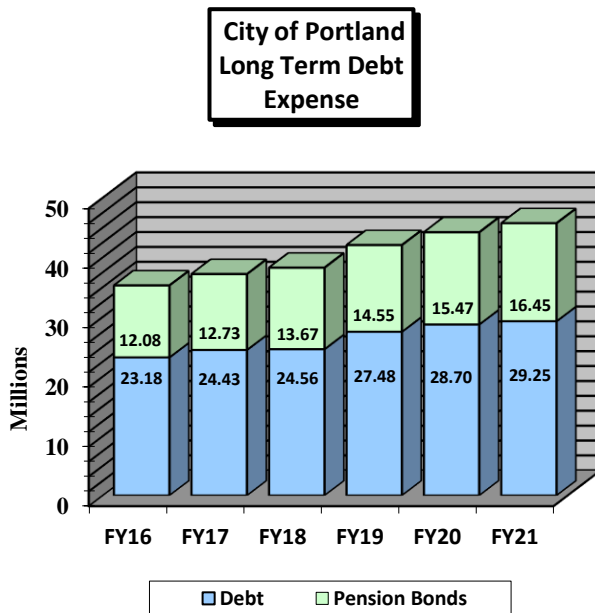
7. METRO

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 began working with the communities of Brunswick, Freeport and Yarmouth to move the Metro *BREEZ* project from its pilot phase to permanence; this also entailed 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 \$2,877,058.

8. LONG TERM DEBT



Note: FY20 and FY21 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 2021, the gross debt budget is \$45,700,279, or 22.5% of the City's general fund budget; it is estimated that the Enterprise Funds and the School Department are to reimburse the general fund \$17,874,131 of this expense. The FY21 net cost of debt service to the City general fund is \$25,510,511.

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, 2020, the City's equalized State Valuation of \$10,507,000,000 was 20.8% of the County's total equalized State Valuation of \$50.4 billion, resulting in a FY21 assessment to the City of Portland of \$7,011,159.

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

Object	Account Title	Actual Revenues FY19	Estimated Revenues FY20	Projected Revenues FY20	Estimated Revenues FY21
I. Property and Excise Taxes					
311-000	Current Year's Assessment	174,263,310	186,158,792	183,150,000	188,093,438
311-101	Homestead Tax Relief	2,203,293	-	1,605,287	-
311-201	Business Personal Property Tax Relief	2,066,908	-	2,482,441	-
311-500	Less: School Tax Allocation	(88,003,431)	(93,345,139)	(93,345,139)	(94,338,744)
311-700	Less: TIF Refunds	(3,227,975)	(3,908,612)	(3,859,282)	(4,283,523)
311-900	Senior Tax Equity	-	(200,000)	(160,000)	(140,000)
312-000	Prior Year's Assessment	2,217,328	-	2,000,000	-
313-100	Automobile Excise	12,153,609	11,550,000	10,400,000	10,545,000
313-200	Boat Excise	41,159	40,000	40,000	40,000
313-300	Aircraft Excise	24,222	15,000	17,928	17,000
314-000	Payments in Lieu of Taxes	741,055	600,000	500,000	500,000
319-000	Interest and Penalties	164,204	320,000	165,000	170,000
Total Property and Excise Taxes		\$102,643,683	\$101,230,041	\$102,996,235	\$100,603,171
II. Licenses and Permits					
321-000	Street Occupancy	613,938	680,000	829,791	878,805
322-000	Business Licenses	1,818,556	1,846,519	1,846,519	2,029,287
322-100	Reinspections	900	600	12,000	7,050
323-000	Police and Protective	580	800	750	750
325-100	Solid Waste Control	27,740	26,340	26,210	26,340
326-000	Non-Business Licenses	781,188	744,921	744,921	729,921
326-030	Building Permits	2,843,998	2,811,750	2,811,750	2,850,000
326-040	Electrical Permits	74,587	65,000	65,000	70,000
326-050	Plumbing Permits	52,243	60,000	55,000	60,000
326-060	Certificate of Occupancy	9,450	20,000	20,000	20,000
326-080	Board of Appeals	12,634	10,000	10,000	10,000
326-200	Dog Agent Fees	1,827	1,750	1,544	1,700
326-210	Hunting and Fishing	537	600	329	300
326-220	Marriages	34,600	32,364	24,360	28,800
Total Licenses and Permits		\$6,272,777	\$6,300,644	\$6,448,174	\$6,712,953
III. Intergovernmental Revenue					
335-030	State Social Services	5,122,583	5,390,906	5,601,456	6,655,043
335-100	Revenue Sharing	4,239,920	4,580,158	6,171,916	4,650,000
335-200	Local Road Assistance Prgm (LRAP)	507,520	500,000	522,860	500,000
335-250	Medicaid	1,252,704	1,789,226	1,753,776	1,092,833
335-300	Snowmobile Registrations	-	1,200	1,400	1,400
335-400	Tree Growth Reimbursement	1,904	2,000	1,856	2,000
335-500	Veterans Real Estate Reimb.	71,932	43,000	70,000	35,000
335-600	Camping Fees	-	6,000	-	-
Total Intergovernmental Revenue		\$11,196,563	\$12,312,490	\$14,123,264	\$12,936,276

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

Object	Account Title	Actual Revenues FY19	Estimated Revenues FY20	Projected Revenues FY20	Estimated Revenues FY21
IV. Charges for Services					
340-000	Charges for Services PDD	379,992	404,862	404,862	414,503
341-000	Misc. Charges for Services	5,416,835	5,325,914	5,527,443	5,143,545
341-030	Passports	8,321	30,000	7,720	2,000
341-160	Confined Space	138,000	131,800	131,800	131,800
341-350	Pre-Operational Inspection	16,500	11,250	11,250	11,250
341-370	CFPM Classes	5,340	4,085	4,085	4,085
341-400	Auto Registration	126,470	115,000	145,000	145,000
341-500	Program Income	54,030	59,500	65,730	67,000
341-550	Berthing Income	179,143	119,470	154,894	109,540
341-580	Passenger Fees	1,766,599	2,002,177	1,731,842	37,980
341-590	Fresh Water	40,321	35,000	41,107	1,250
341-800	Parking	76,688	105,000	54,994	50,000
342-000	Public Safety Miscellaneous	3,489,939	3,749,046	3,792,137	4,033,491
342-010	Witness Fees	40,607	50,125	17,086	35,325
342-020	Cruiser Use	132,233	92,250	85,250	86,750
342-100	Peer Review Reimbursement (Eng.)	162,334	175,000	122,000	175,000
342-110	Development Application Fee	136,690	146,500	182,194	173,000
342-120	Development Review (Planners)	25,391	10,000	8,108	3,000
342-130	Inspection / Review (DRC)	228,061	175,000	250,000	225,000
343-000	Recycling Program	1,775,740	1,978,458	1,750,000	1,968,083
343-200	Riverside Recycling	20,287	16,000	13,000	16,000
343-250	Heavy Item Stickers	4,560	2,840	4,720	4,080
343-300	Peaks Island Transfer Station	5,555	5,856	2,215	4,665
345-080	STD Clinic	18,495	18,000	18,000	18,000
345-200	Medicaid Reimbursement	25	-	-	-
345-650	Patient Receipts	19,975,754	18,496,186	19,862,083	18,850,205
345-660	Non-Patient Receipts	553,005	758,031	470,771	524,184
345-990	Less: Returns / Allowances	(675,387)	(1,477,496)	(1,363,116)	(1,289,579)
346-010	Golf Course Daily Play	489,287	524,051	312,763	471,645
346-020	Golf Course Gift Certificates	7,774	-	4,568	-
346-030	Golf Course Passholders	256,013	242,138	21,881	228,406
346-040	Golf Course Pro Shop	67,693	75,000	32,494	63,000
346-060	Golf Course Tournaments	71,633	70,200	44,981	17,290
346-070	Golf Course Lockers	4,269	5,152	2,015	4,084
346-080	Golf Course Cart Rentals	224,311	316,256	164,792	270,300
346-100	Ice Arena Vending	8,732	13,000	7,910	7,000
346-160	Ice Arena Advertising	15,650	16,000	9,850	8,000
346-200	Ice Arena Concessions	(238)	-	-	-
346-500	Ice Rentals	577,940	595,660	473,023	515,095
346-991	Golf Course Credit Redemptions	9,457	-	54,997	-
347-000	Cultural / Recreation	142,249	154,475	129,481	89,857
347-010	Burials	182,944	149,514	160,663	186,237
347-020	Foundations	20,325	23,830	23,249	26,258
347-040	Annual Care	420	456	200	1,500
347-050	Plants	3,465	3,229	3,030	3,100
347-060	Vault Cover Placements	16,395	21,665	20,049	25,885
347-070	Lot Sales	62,790	76,210	70,000	84,959
347-080	Swimming	241,263	251,362	187,119	158,841

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

Object	Account Title	Actual Revenues FY19	Estimated Revenues FY20	Projected Revenues FY20	Estimated Revenues FY21
IV. Charges for Services <i>Continued</i>					
347-100	Camps	317,744	326,095	204,211	147,640
347-200	Before & After School Bell Program	1,288,794	1,212,295	1,000,182	832,335
347-300	East End Boat Launch	28,641	35,500	29,522	39,650
348-000	Donations	(200)	98,646	101,146	366,311
Total Charges for Services		38,138,878	\$36,750,588	\$36,553,301	\$34,492,550
V. Fines, Forfeits, and Penalties					
351-000	Code Violations	122,186	118,210	609,790	97,050
351-100	Denver Boot	77,000	75,000	61,400	40,000
351-200	Parking Tickets	1,851,046	1,800,000	1,517,648	1,170,000
351-360	Restaurant Reinspections	2,625	2,000	2,000	2,000
351-370	CFPM Violations	1,800	1,500	1,500	1,500
Total Fines, Forfeits, and Penalties		\$2,054,657	\$1,996,710	\$2,192,338	\$1,310,550
VI. Uses of Money & Property					
361-000	Interest Income	1,405,839	850,000	1,100,000	850,000
361-200	Kehoe Trust Fund	17,649	17,649	17,122	17,122
363-000	Rental Income	341,197	369,998	92,570	342,722
363-010	Primary Tenant	456,442	427,000	335,775	326,940
363-020	Commercial	251,927	153,000	101,449	93,025
363-030	Non-Commercial	302,578	419,000	276,636	245,655
363-040	Food Service	962,364	1,006,000	731,601	518,050
363-050	Merchandising	28,474	10,000	4,336	5,000
363-070	Advertising	35,000	35,000	38,100	17,500
363-080	Vending	3,629	8,000	948	750
363-090	Box Office	122,846	305,200	81,000	59,200
363-150	Parking Income	960	-	960	-
363-201	Restaurant Concessions	-	-	-	115,333
363-250	Ground Rent	155,375	218,496	208,896	219,756
363-330	84 Free Street Lease (Civic Center)	1,000	1,000	1,000	1,000
363-340	94 Free Street Lease	4,830	4,830	4,830	4,830
364-000	Garages, Lots, Meters	1,191,369	1,100,000	1,150,000	875,000
364-010	Hourly Parking	1,236,717	1,150,000	1,090,038	440,000
364-020	Monthly Parking	1,281,384	1,268,280	1,211,586	1,268,280
364-030	Library	16,723	15,000	9,909	7,500
364-050	Thames Street Lot	146,320	-	7,290	11,700
364-060	Angelos Acre Lot	86,395	65,000	80,540	70,500
364-070	Ocean Gateway Lot	70,605	263,610	50,000	275,000
364-100	Parking Meters	3,811,791	4,320,000	3,437,808	3,224,900
364-201	Parking Annual Lot Rentals	1,000	1,000	1,000	1,000
364-250	Snow Tow Lot	85,653	89,100	63,997	89,100
367-000	Cultural / Recreation	162,048	182,267	146,474	79,512
Total Uses of Money & Property		\$12,180,116	\$12,279,430	\$10,243,865	\$9,159,375

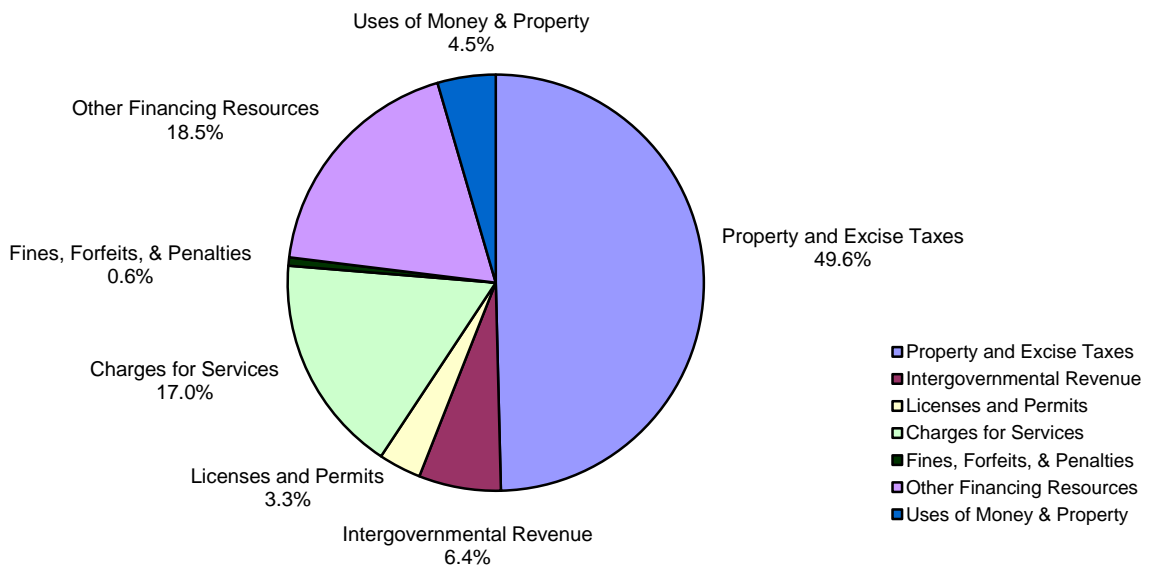
City of Portland, Maine
Comparative Statement of Revenues
For General Fund

Object	Account Title	Actual Revenues FY19	Estimated Revenues FY20	Projected Revenues FY20	Estimated Revenues FY21
VII. Other Financing Resources					
391-000	Operating Transfers In	555,358	572,383	567,433	650,537
392-000	Sale of City Property	2,923,034	80,000	212,059	125,000
393-000	HCD Charges	326,607	431,601	393,417	417,956
395-000	Enterprise Fund Charges	14,556,804	15,774,405	15,550,113	15,992,935
396-000	School Department Charges	9,171,126	10,358,539	10,192,292	9,831,829
397-000	Spec Rev / Endow Fd Chgs	322,721	322,904	341,698	388,573
398-000	Misc. Reimbursements	1,429,110	1,369,620	1,547,593	2,092,597
398-010	Fringe Benefits	425,689	369,591	368,853	412,333
398-020	Non-State Social Service	44,670	35,000	35,000	35,000
398-100	Other General Fund Accts	522,323	526,000	518,637	524,594
398-300	CIP Charges	363,892	486,556	426,621	314,345
398-400	Grant Reimbursements	308,999	3,380,992	3,411,816	4,281,119
398-500	TIF Fund Reimbursements	670,968	2,155,077	870,598	2,524,967
Total Other Financing Resources		\$31,621,302	\$35,862,668	\$34,436,130	\$37,591,785
TOTAL GENERAL FUND REVENUES:		\$204,107,977	\$206,732,571	\$206,993,308	\$202,806,660

*** Notes:**

¹ Covid-19 Pandemic began mid-March 2020 (FY20): Significant Revenue Budget Impacts Include Parking, Waterfront, and Recreation Operations

FY21 Revenues
General Fund by Revenue Source



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

**CITY OF PORTLAND, MAINE
FY21 Annual Budget**

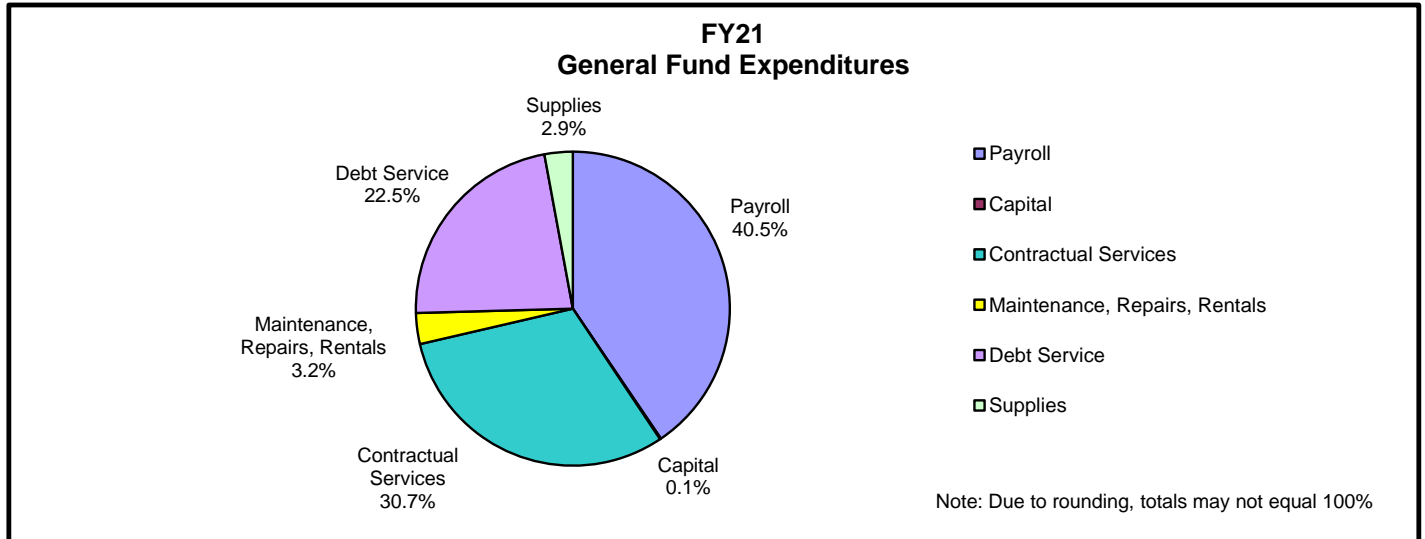
Departmental Budget Summary By Expenditure Category

Account Number	Account Title	Payroll	Contractual Services	Maint. / Repairs & Rentals	Supplies	Capital	Total
11-00	Council	131,109	314,655	-	4,250	-	450,014
12-00	City Clerk	507,161	110,173	56,220	5,900	-	679,454
13-00	City Manager	714,501	35,787	6,500	7,900	-	764,688
14-00	Assessor	391,475	17,045	2,100	8,000	-	418,620
15-00	Finance	1,562,490	266,942	8,220	27,850	-	1,865,502
16-00	Legal	672,108	54,213	-	2,500	-	728,821
17-00	Human Resources	903,725	134,355	17,800	16,650	-	1,072,530
18-00	Parking	1,429,371	492,294	270,743	52,445	-	2,244,853
19-00	Housing & Economic Development	1,148,527	64,203	2,000	5,500	-	1,220,230
21-00	Police	16,185,772	648,831	143,888	217,338	-	17,195,829
22-00	Fire	15,563,604	905,452	860,825	474,485	-	17,804,366
24-00	Planning & Development	1,148,582	230,720	23,420	22,800	-	1,425,522
25-00	Permitting & Inspections	1,785,706	116,144	4,368	19,825	-	1,926,043
29-00	Information Technology	1,164,282	768,363	625,603	31,000	-	2,589,248
31-00	Public Works	7,918,501	2,587,533	1,797,238	1,352,462	-	13,655,734
33-00	Parks, Recreation & Facilities	6,796,251	1,010,023	415,591	1,092,604	10,000	9,324,469
35-00	Public Buildings & Waterfront	1,358,581	1,939,395	1,207,908	428,300	145,000	5,079,184
44-10	HHS Administration	322,335	3,330	-	3,500	-	329,165
44-20	Public Health	1,956,944	130,717	75,539	53,600	-	2,216,800
44-30	Social Services	5,469,969	8,102,819	741,948	308,599	-	14,623,335
44-40	Barron Center	12,238,044	1,853,937	186,995	1,760,583	73,065	16,112,624
48-00	Library	2,804,154	1,123,683	-	-	-	3,927,837
51-00	Pension	-	7,764,619	-	-	-	7,764,619
52-00	Employee Benefits	-	22,245,159	12,000	-	-	22,257,159
61-00	Contingent	-	250,000	-	-	-	250,000
62-00	Liability Insurance	-	793,128	-	-	-	793,128
63-00	County Tax	-	7,011,159	-	-	-	7,011,159
65-00	Memberships & Contr.	-	3,375,448	-	-	-	3,375,448
67-00	Wage Adjustment	-	-	-	-	-	-

Subtotal General Fund Expenditures: \$82,173,192 \$62,350,127 \$6,458,906 \$5,896,091 \$228,065 \$157,106,381

47-00 Debt Service \$45,700,279

Total General Fund Expenditures: \$202,806,660



**CITY OF PORTLAND, MAINE
FY21 Annual Budget**

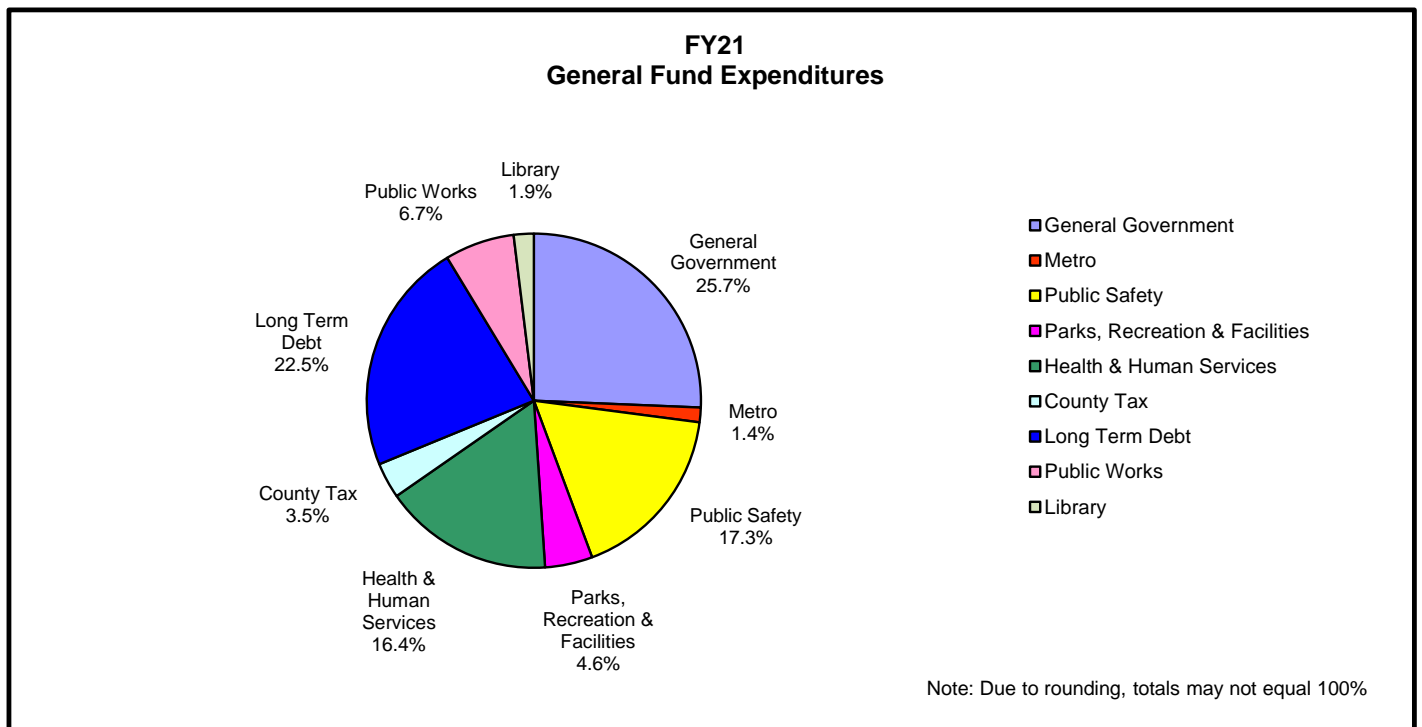
Categorical Budget Summary By Expenditure Category

Account Title	Payroll	Contractual Services	Maint. / Repairs & Rentals	Supplies	Capital	Total
General Government	12,917,618	36,095,585	2,236,882	632,920	145,000	52,028,005
Public Safety	31,749,376	1,554,283	1,004,713	691,823	-	35,000,195
Public Works	7,918,501	2,587,533	1,797,238	1,352,462	-	13,655,734
Parks, Recreation & Facilities	6,796,251	1,010,023	415,591	1,092,604	10,000	9,324,469
Health & Human Services	19,987,292	10,090,803	1,004,482	2,126,282	73,065	33,281,924
Library	2,804,154	1,123,683	-	-	-	3,927,837
County Tax	-	7,011,159	-	-	-	7,011,159
Metro	-	2,877,058	-	-	-	2,877,058

Subtotal General Fund Expenditures:	\$82,173,192	\$62,350,127	\$6,458,906	\$5,896,091	\$228,065	\$157,106,381
--	--------------	--------------	-------------	-------------	-----------	---------------

Long Term Debt						\$45,700,279
----------------	--	--	--	--	--	--------------

Total Categorical Expenditures:						<u>\$202,806,660</u>
--	--	--	--	--	--	-----------------------------



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 City Council expenditure budget increased \$105,968 or 30.8%. The FY21 increase includes Racial Equity Steering Committee funding and monies for the FY21 Charter Commission, added at the Finance Committee level.

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

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	132,291	132,320	134,671	131,109	131,109	131,109
Benefits	1,200	1,900	1,800	1,200	1,200	1,200
Administrative Services	51,610	53,610	51,610	42,410	38,210	38,210
Contractual Services	154,945	153,945	154,945	125,245	275,245	275,245
Supplies	4,000	3,800	4,000	4,250	4,250	4,250
Total	344,046	345,575	347,026	304,214	450,014	450,014
Less Revenues	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Net Department Total	339,046	340,575	342,026	299,214	445,014	445,014

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 assisting the Clerk in 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. The FY20 June 2020 State Primary & School Budget Validation Election was postponed due to COVID-19 and held on July 14, 2020 (FY21). Two elections are planned in FY21: the November 2020 State General / Presidential & Municipal Election, and the June 2021 State Primary & School Budget Validation Election / Special Municipal Charter Commission 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 FY21, the State will be providing (per precinct) new Election Machine tabulators; the City will incur added expenses of renting additional machines as warranted per election including the rental of a high-speed tabulator for the Presidential election. Also, with the passage of Rank Choice Voting for all Municipal Seats in the FY20 March Referendum Election, there are new associated costs in consulting, printing and advertising fees.

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.

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 \$56,733, or 9.1%, largely due to election costs including additional funding for the Charter Commission. Revenues are anticipated to decrease \$40,576 or 17.8%.

Department Summary

Department: City Clerk

Account: 100-12

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	466,672	501,581	515,642	507,161	507,161	507,161
Benefits	600	600	600	600	600	600
Administrative Services	6,361	6,361	7,091	5,426	5,426	5,426
Contractual Services	68,621	70,321	78,599	104,147	104,147	104,147
Maintenance and Repair	5,710	5,710	5,660	5,660	5,660	5,660
Rentals	29,306	29,456	90,560	50,560	50,560	50,560
Supplies	45,451	45,451	5,900	5,900	5,900	5,900
Total	622,721	659,480	704,052	679,454	679,454	679,454
Less Revenues	(228,094)	(199,642)	(221,763)	(187,518)	(187,518)	(187,518)
Net Department Total	394,627	459,838	482,289	491,936	491,936	491,936

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; community liaison efforts; local and state government liaison efforts; 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 FY21 expenditures decreased \$165,189 or 17.8%, primarily due to a reduction in staffing. Revenues decreased \$42,939, or 4.2%, attributed to a reduction in passport revenue and new FCC rules governing local cable agreements.

Department Summary

Department: Executive

Account: 100-13

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	852,266	975,432	1,085,432	683,921	683,921	714,501
Benefits	11,200	12,100	11,200	10,600	10,600	10,600
Administrative Services	29,274	32,000	35,093	17,650	17,650	17,650
Contractual Services	21,327	20,540	21,537	7,537	7,537	7,537
Rentals	6,500	6,500	6,500	6,500	6,500	6,500
Supplies	9,310	9,310	9,310	7,900	7,900	7,900
Total	929,877	1,055,882	1,169,072	734,108	734,108	764,688
Less Revenues	(1,011,715)	(989,435)	(1,031,247)	(968,776)	(968,776)	(968,776)
Net Department Total	(81,838)	66,447	137,825	(234,668)	(234,668)	(204,088)

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 the ownership, mailing address, parcel and valuation data for all 24,000+ parcels, 3,200+ personal property accounts including all tax exemptions, special assessments of specific properties, and parcel tax maps. The office prepares and certifies the annual tax rolls and warrant to the City Treasurer as well as submitting the Municipal Valuation Return (MVR) to the State. The Assessor's Office works to educate property owners in understanding the appraisal process and renders decisions on annual appeals of property valuation.

The Assessor's expenditure budget decreased \$16,539, or 3.8%, which includes a reduction in hours of one fulltime position.

Department Summary

Department: Assessor

Account: 100-14

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	394,383	393,000	407,448	391,475	391,475	391,475
Benefits	960	400	960	360	360	360
Administrative Services	16,960	9,960	13,970	8,920	8,920	8,920
Contractual Services	12,340	10,750	53,038	7,765	7,765	7,765
Maintenance and Repair	0	0	12,000	0	0	0
Rentals	2,016	2,016	2,100	2,100	2,100	2,100
Supplies	8,500	8,500	8,500	8,000	8,000	8,000
Total	435,159	424,626	498,016	418,620	418,620	418,620
Less Revenues	(1,000)	(2,000)	(1,500)	(1,500)	(1,500)	(1,500)
Net Department Total	434,159	422,626	496,516	417,120	417,120	417,120

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 FY21 department expenditures have decreased \$87,228, or 4.5%, largely due to wages which includes hour reductions of three fulltime employees. The department's estimated revenues also decreased by \$76,965, or 1.2%. The FY21 revenue estimate reduction is primarily due to lower interest and penalty income, offset in part to the phased-in partial restore of the State's Revenue Share distribution pool which began in FY20.

Department Summary

Department: Finance

Account: 100-15

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		1,612,907	1,538,698	1,746,283	1,562,490	1,562,490	1,562,490
Benefits		2,016	2,016	2,016	2,016	2,016	2,016
Administrative Services		187,115	164,860	170,700	161,620	161,620	161,620
Contractual Services		113,407	111,332	103,306	103,306	103,306	103,306
Maintenance and Repair		500	0	500	500	500	500
Rentals		7,285	7,310	7,720	7,720	7,720	7,720
Supplies		29,500	29,214	29,350	27,850	27,850	27,850
Total		1,952,730	1,853,430	2,059,875	1,865,502	1,865,502	1,865,502
Summary by Division							
Finance Administration	(15-100)	1,218,727	1,191,422	1,320,558	1,172,963	1,172,963	1,172,963
Treasury	(15-200)	734,003	662,008	739,317	692,539	692,539	692,539
Total		1,952,730	1,853,430	2,059,875	1,865,502	1,865,502	1,865,502
Less Revenues		(6,550,574)	(8,300,988)	(8,300,208)	(6,473,609)	(6,473,609)	(6,473,609)
Net Department Total		(4,597,844)	(6,447,558)	(6,240,333)	(4,608,107)	(4,608,107)	(4,608,107)

Finance Administration

Finance Administration oversees all financial operations of the City.

Finance Administration responsibilities include payroll, accounts payable, grant accounting, and general and enterprise fund accounting for all City departments. Payroll processes weekly payroll for over 1,600 full-time, part-time, temporary, on-call and seasonal employees, maintains earnings and reduction records, and reports federal and state taxes and provides extensive earnings research for Maine State Retirement System. Accounts Payable processes all City requests for payments to vendors, and is responsible for sorting all incoming City Hall mail. The Accounting staff also maintains the City's general ledger.

Budget is responsible for monitoring expenditure activity for the City, providing a monthly analysis of expenditures and revenues, reviewing all payment documents, processing departmental requests for transfers between operating accounts, and administering the annual budget process.

Purchasing assists City departments in obtaining goods and services. Purchasing is responsible for issuing bids, obtaining price quotations, and resolving differences with vendors. Purchasing also works closely with the Legal Department to develop procurement contracts.

The FY21 Finance Administration expenditure decrease of \$45,764, or 3.8%, is predominately due to staff hour reductions in response to the coronavirus outbreak, as well as a decrease in postage expenses. The revenue increase display of \$26,004, or 5.3%, is attributed to the estimated receipts in the sale of city property.

Division Summary

Department: Finance	Division: Finance Administration				Account: 10015100	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,096,661	1,067,698	1,198,447	1,061,032	1,061,032	1,061,032
Benefits	2,016	2,016	2,016	2,016	2,016	2,016
Administrative Services	93,740	87,560	93,775	85,095	85,095	85,095
Contractual Services	5,350	13,688	5,000	5,000	5,000	5,000
Rentals	4,860	4,860	5,220	5,220	5,220	5,220
Supplies	16,100	15,600	16,100	14,600	14,600	14,600
Total	1,218,727	1,191,422	1,320,558	1,172,963	1,172,963	1,172,963
Less Revenues	(486,580)	(541,580)	(489,183)	(512,584)	(512,584)	(512,584)
Net Division Total	732,147	649,842	831,375	660,379	660,379	660,379

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.rmcpay.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 FY21 Treasury general fund expenditures decreased \$41,464, or 5.6%. In addition to the decrease in payroll expenditures, property tax mailings have been reduced from semi-annual notices to one annually. The FY21 non-tax revenue estimate decrease is \$102,969, or 1.7%. The revenue estimate decrease is primarily related to lower interest rates and title company report requests offset by the partial restoration of the State Revenue Sharing formula and a rise in the Treasury Office processing of auto registrations.

Division Summary

Department: Finance

Division: Treasury

Account: 10015200

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	516,246	471,000	547,836	501,458	501,458	501,458
Administrative Services	93,375	77,300	76,925	76,525	76,525	76,525
Contractual Services	108,057	97,644	98,306	98,306	98,306	98,306
Maintenance and Repairs	500	0	500	500	500	500
Rentals	2,425	2,450	2,500	2,500	2,500	2,500
Supplies	13,400	13,614	13,250	13,250	13,250	13,250
Total	734,003	662,008	739,317	692,539	692,539	692,539
Less Revenues	(6,063,994)	(7,759,408)	(7,811,025)	(5,961,025)	(5,961,025)	(5,961,025)
Net Division Total	(5,329,991)	(7,097,400)	(7,071,708)	(5,268,486)	(5,268,486)	(5,268,486)

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 FY21 expenditure decrease of \$12,517, or 1.7%, is largely due to a reduction in projected administrative services, legal services and in the supply line expenses. The FY21 revenues remain unchanged. The larger FY20 projected revenue reflects a code violation award.

Department Summary

Department: Legal

Account: 100-16

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	667,533	667,533	696,183	672,108	672,108	672,108
Benefits	3,000	600	1,200	840	840	840
Administrative Services	26,841	26,841	26,841	22,641	22,641	22,641
Contractual Services	35,964	35,500	38,264	30,732	30,732	30,732
Supplies	8,000	8,000	8,000	2,500	2,500	2,500
Total	741,338	738,474	770,488	728,821	728,821	728,821
Less Revenues	(151,525)	(666,525)	(151,525)	(151,525)	(151,525)	(151,525)
Net Department Total	589,813	71,949	618,963	577,296	577,296	577,296

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.

The FY21 budget includes a net increase in personnel staff of 0.8 FTE position and various reductions in the contractual services lines, resulting in an expenditure increase of \$1,396 or 0.1%. 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

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	879,333	911,135	1,003,505	903,725	903,725	903,725
Benefits	4,040	4,040	4,040	3,790	3,790	3,790
Administrative Services	42,650	42,650	42,220	46,795	46,795	46,795
Contractual Services	110,111	188,695	123,120	83,770	83,770	83,770
Maintenance and Repair	4,000	4,000	4,000	1,000	1,000	1,000
Rentals	9,000	17,400	16,800	16,800	16,800	16,800
Supplies	22,000	22,000	22,150	16,650	16,650	16,650
Total	1,071,134	1,189,920	1,215,835	1,072,530	1,072,530	1,072,530
Less Revenues	(75,945)	(75,945)	(75,945)	(75,945)	(75,945)	(75,945)
Net Department Total	995,189	1,113,975	1,139,890	996,585	996,585	996,585

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, 903 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.

FY21 expenses are down \$121,361, or 5.1%, largely due to the reduced staffing at the Elm St Garage as a result of the automation of the garage, anticipated parking web-meter cost decreases, and the postponement of garage building repair and maintenance projects. FY21 revenues, primarily parking meter, hourly garage and parking ticket revenue, are projected to decrease by \$2,675,585 or 26.3% as a consequence of the pandemic.

Department Summary

Department: Parking

Account: 100-18

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		1,434,923	1,452,862	1,489,330	1,429,371	1,429,371	1,429,371
Benefits		16,420	16,385	16,384	16,384	16,384	16,384
Administrative Services		43,825	43,925	47,975	39,740	39,740	39,740
Contractual Services		407,735	380,508	384,725	378,825	378,825	378,825
Maintenance and Repair		214,780	216,940	281,500	132,450	132,450	132,450
Rentals		131,011	132,942	138,393	138,293	138,293	138,293
Supplies		59,485	60,854	57,295	52,445	52,445	52,445
Utilities		56,595	57,055	58,445	55,905	55,905	55,905
Contributions		1,440	1,440	1,440	1,440	1,440	1,440
Total		2,366,214	2,362,911	2,475,487	2,244,853	2,244,853	2,244,853
Summary by Division							
Parking Administration	(18-100)	1,487,050	1,481,714	1,521,214	1,481,693	1,481,693	1,481,693
Elm Street Garage	(18-200)	300,164	303,523	309,409	250,713	250,713	250,713
Spring Street Garage	(18-300)	452,870	451,304	516,864	434,447	434,447	434,447
Temple Street Garage	(18-400)	126,130	126,370	128,000	78,000	78,000	78,000
Total		2,366,214	2,362,911	2,475,487	2,244,853	2,244,853	2,244,853
Less Revenues		(10,165,220)	(8,695,804)	(10,425,970)	(7,264,735)	(7,489,635)	(7,489,635)
Net Department Total		(7,799,006)	(6,332,893)	(7,950,483)	(5,019,882)	(5,244,782)	(5,244,782)

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.

FY21 Expenditures decreased \$5,357, or 0.4%. Expenditure changes include reductions in travel and training and credit card expenses, offset in-part by contractual payroll increases.

FY21 Parking Administration revenues have decreased \$1,733,210 or 26.2% due to COVID-19. Parking meter rates increased in FY21, however, the FY21 parking meter revenue estimate has been reduced. Parking ticket and parking garage revenues have also been adversely affected by the pandemic.

Division Summary

Department: Parking	Division: Parking Administration				Account: 10018100	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	962,374	976,313	1,007,362	985,526	985,526	985,526
Benefits	14,220	14,185	14,184	14,184	14,184	14,184
Administrative Services	17,695	17,555	19,975	11,740	11,740	11,740
Contractual Services	311,320	288,858	287,550	282,650	282,650	282,650
Maintenance and Repairs	850	750	4,150	3,700	3,700	3,700
Rentals	130,911	132,942	138,293	138,293	138,293	138,293
Supplies	47,100	48,571	47,120	43,020	43,020	43,020
Utilities	1,140	1,100	1,140	1,140	1,140	1,140
Contributions	1,440	1,440	1,440	1,440	1,440	1,440
Total	1,487,050	1,481,714	1,521,214	1,481,693	1,481,693	1,481,693
Less Revenues	(6,625,710)	(5,228,041)	(6,777,100)	(4,667,800)	(4,892,700)	(4,892,700)
Net Division Total	(5,138,660)	(3,746,327)	(5,255,886)	(3,186,107)	(3,411,007)	(3,411,007)

Elm Street Garage

The Elm Street Garage is a City-owned parking facility adjacent to Portland High School, and is operated and staffed by the Parking division. The Elm Street Garage provides hourly parking for people wishing to visit downtown businesses and the Merrill Auditorium / Portland Public Library area, as well as providing monthly parking spaces for employees of Portland High School, area businesses, some City Hall employees, and private citizens.

The FY21 Elm Street Garage expenses are down \$49,451, or 16.5%, and includes the reduction of one garage cashier due to the automation of the garage, as well as the postponement of garage building repair and maintenance projects. The FY21 revenue projections are down \$187,500, or 26.7%, mostly due to the decline in hourly parking due to COVID-19.

Division Summary

Department: Parking **Division:** Elm Street Garage **Account:** 10018200

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	202,869	204,869	210,099	171,403	171,403	171,403
Benefits	1,100	1,100	1,100	1,100	1,100	1,100
Contractual Services	31,175	31,100	31,655	31,655	31,655	31,655
Maintenance and Repairs	45,840	46,970	47,880	29,280	29,280	29,280
Supplies	5,455	5,454	4,325	3,975	3,975	3,975
Utilities	13,725	14,030	14,350	13,300	13,300	13,300
Total	300,164	303,523	309,409	250,713	250,713	250,713
Less Revenues	(703,440)	(531,693)	(712,800)	(515,940)	(515,940)	(515,940)
Net Division Total	(403,276)	(228,170)	(403,391)	(265,227)	(265,227)	(265,227)

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.

FY21 expenses have decreased \$18,423, or 4.1%, due to the postponement of garage building repair and maintenance projects. FY21 revenues decreased \$530,075, or 30.5%, predominantly due to the drop in hourly parking as a result of the COVID-19 slowdown.

Division Summary

Department: Parking	Division: Spring Street Garage				Account: 10018300	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	269,680	271,680	271,869	272,442	272,442	272,442
Benefits	1,100	1,100	1,100	1,100	1,100	1,100
Contractual Services	65,240	60,550	65,520	64,520	64,520	64,520
Maintenance and Repairs	68,090	69,220	129,470	49,470	49,470	49,470
Rentals	100	0	100	0	0	0
Supplies	6,930	6,829	5,850	5,450	5,450	5,450
Utilities	41,730	41,925	42,955	41,465	41,465	41,465
Total	452,870	451,304	516,864	434,447	434,447	434,447
Less Revenues	(1,736,070)	(1,786,070)	(1,786,070)	(1,205,995)	(1,205,995)	(1,205,995)
Net Division Total	(1,283,200)	(1,334,766)	(1,269,206)	(771,548)	(771,548)	(771,548)

Temple Street Garage

The Temple Street Garage, located adjacent to the Nickelodeon Theater, is leased and managed by a private company. The Parking Division, however, oversees the operations and must approve all capital improvements in the garage. The Temple Street Garage provides hourly parking for people wishing to visit businesses in the Temple Street area, such as the Nickelodeon Theater and One City Center, as well as providing monthly parking spaces for employees of area businesses and private citizens.

FY21 Temple Street Garage expenditures are down \$48,130, or 38.2%, due primarily to the postponement of some garage repair and maintenance projects. Revenue estimates are down \$225,000, or 20.5%, due to a reduction in hourly parking and vacancies in retail space.

Division Summary

Department: Parking	Division: Temple Street Garage				Account: 10018400	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Administrative Services	26,130	26,370	28,000	28,000	28,000	28,000
Maintenance and Repairs	100,000	100,000	100,000	50,000	50,000	50,000
Total	126,130	126,370	128,000	78,000	78,000	78,000
Less Revenues	(1,100,000)	(1,150,000)	(1,150,000)	(875,000)	(875,000)	(875,000)
Net Division Total	(973,870)	(1,023,630)	(1,022,000)	(797,000)	(797,000)	(797,000)

Housing & Economic Development

For FY2021, the City's Housing and Community Development division (formerly in the Planning and Urban Development Department) was merged with the Economic Development Department, thus creating the Department of Housing and Economic Development.

The Housing and Economic Development Department is responsible for enhancing the residential and economic growth of the City and is dedicated to fostering a vibrant and healthy residential and 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, economic and employment opportunities, and residential programs.

By leading a collaborative effort among agencies, both in advocacy and acting as a housing and 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 housing and economic development issues and opportunities are addressed in a timely, thorough, and proactive manner.

Because of the merger, the Housing and Economic Development Department expenditures increased \$545,702, or 80.9%, attributable largely to the merger's payroll expenses. In total, nine new employees are reflective in this budget, including the budget restore of the Creative Portland positions. All of the Department's positions and most other expenses are offset by revenue reimbursement.

Department Summary

Department: Housing & Economic Development

Account: 100-19

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		564,676	657,979	701,820	1,148,527	1,148,527	1,148,527
Benefits		1,620	1,500	2,220	1,620	1,620	1,620
Administrative Services		19,510	20,411	21,710	11,886	11,886	11,886
Contractual Services		78,072	78,372	95,597	50,697	50,697	50,697
Rentals		2,400	2,400	2,400	2,000	2,000	2,000
Supplies		8,250	8,250	6,600	5,500	5,500	5,500
Total		674,528	768,912	830,347	1,220,230	1,220,230	1,220,230
Summary by Division							
Economic Development	(19-100)	646,006	740,390	801,825	660,462	660,462	660,462
Portland Development Corporation	(19-200)	28,522	28,522	28,522	28,522	28,522	28,522
Housing & Community Dev	(19-300)	0	0	0	531,246	531,246	531,246
Total		674,528	768,912	830,347	1,220,230	1,220,230	1,220,230
Less Revenues		(596,748)	(710,217)	(732,662)	(1,219,867)	(1,219,867)	(1,219,867)
Net Department Total		77,780	58,695	97,685	363	363	363

Economic Development

Economic Development is comprised of the Housing and Economic Development Director, Waterfront Coordinator, Business Development Representative, Senior Executive Assistant, Director of Office Economic Opportunity and its Initiatives and Outreach Coordinator, and the Office of Creative Portland Director and Program Assistant. The Department strives to facilitate a strong and diversified tax base, an active and revitalized city, a vital waterfront, a sustainable creative economy, and employment opportunities. Staff also endeavors to keep the lines of communication open so that economic development issues are addressed in a timely, thorough, and proactive manner.

During FY2021, Economic Development will continue its programs of service and assistance to businesses during the COVID-19 Pandemic, facilitating various loan and grant programs.

FY21 division expenses rose \$14,456, or 2.2%. Budget changes include the elimination of the Marketing & Communications Coordinator position and the restoration of the two Creative Portland positions previously contracted. The reduction in the contractual services lines and travel and training largely offset the net one additional position.

All positions in FY2021 are 100% funded through various revenues sources, including Tax Increment Financing.

Division Summary

Department: Housing & Economic Development **Division:** Economic Development **Account:** 10019100

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	564,676	657,979	701,820	617,281	617,281	617,281
Benefits	1,620	1,500	2,220	1,620	1,620	1,620
Administrative Services	14,635	15,536	16,835	7,011	7,011	7,011
Contractual Services	55,175	55,475	72,700	27,800	27,800	27,800
Rentals	2,400	2,400	2,400	2,000	2,000	2,000
Supplies	7,500	7,500	5,850	4,750	4,750	4,750
Total	646,006	740,390	801,825	660,462	660,462	660,462
Less Revenues	(568,226)	(681,695)	(704,140)	(660,099)	(660,099)	(660,099)
Net Division Total	77,780	58,695	97,685	363	363	363

Portland Development Corporation

The Portland Development Corporation (PDC) is a quasi-municipal non-profit corporation created in December 1990 by the City Council. The PDC offers various commercial loan and grant "gap" financing programs to support business start-up and expansion in the City of Portland.

Due to the COVID-19 Pandemic, the PDC now offers a Rapid Response Loan program, which provides up to a \$10,000 loan with \$5,000 forgivable under certain conditions.

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. FY21 expenses remain flat and are offset 100% by program revenue.

Division Summary

Department: Housing & Economic Development **Division:** Portland Development Corporation **Account:** 10019200

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 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

Housing & Community Development

In FY21, the City's Housing and Community Development division (formerly in the Planning & Urban Development Department) merged with the Economic Development Department, creating the Department of Housing & Economic Development. This merger adds an additional eight positions to this department, positions previously reflected in the Planning Administration and the Planning Housing & Community Development divisions.

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

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

Division Summary

Department: Housing & Economic Development **Division:** Housing & Community Development **Account:** 10019300

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	0	0	0	531,246	531,246	531,246
Total	0	0	0	531,246	531,246	531,246
Less Revenues	0	0	0	(531,246)	(531,246)	(531,246)
Net Division Total	0	0	0	0	0	0

Police

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 expense decrease of \$561,711, or 3.2%, is primarily due to payroll reductions including the elimination of three sworn police officer positions and a delay in the hiring of unfilled positions. The FY21 budget also shows a reduction in the supply line; the FY20 operating budget included computer technology for new vehicles.

FY21 revenues are increasing \$230,385, or 7.7%, primarily due to an increase in the cost share calculation of the Portland Regional Communications Center (PRCC). The costs incurred by the City's Dispatch Services division are shared by the cities of Portland, South Portland and the Town of Cape Elizabeth.

Department Summary

Department: Police

Account: 100-21

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		16,640,498	16,222,170	16,999,996	16,185,772	16,185,772	16,185,772
Benefits		249,210	212,663	247,915	225,240	225,240	225,240
Administrative Services		182,778	132,161	201,955	172,455	172,455	172,455
Contractual Services		252,362	210,578	189,532	237,552	237,552	237,552
Maintenance and Repair		111,629	66,789	136,213	126,838	126,838	126,838
Rentals		22,052	15,849	18,490	17,050	17,050	17,050
Supplies		271,831	247,628	282,856	202,338	202,338	202,338
Minor Capital Items		15,000	15,000	15,000	15,000	15,000	15,000
Utilities		12,180	12,140	13,584	13,584	13,584	13,584
Total		17,757,540	17,134,978	18,105,541	17,195,829	17,195,829	17,195,829
Summary by Division							
Police Administration	(21-100)	1,274,264	1,058,929	1,298,937	1,218,444	1,218,444	1,218,444
Uniformed Operations Group	(21-200)	10,616,533	10,657,330	10,861,674	10,306,530	10,306,530	10,306,530
Bureau of Investigative Services	(21-300)	2,017,675	1,793,842	1,951,298	1,843,314	1,843,314	1,843,314
Operations Support Services	(21-400)	907,441	870,044	943,915	876,435	876,435	876,435
Dispatch Services	(21-500)	2,360,103	2,129,289	2,463,446	2,375,832	2,375,832	2,375,832
Jetport Security	(21-800)	581,524	625,544	586,271	575,274	575,274	575,274
Total		17,757,540	17,134,978	18,105,541	17,195,829	17,195,829	17,195,829
Less Revenues		(2,985,289)	(2,957,046)	(3,031,769)	(3,215,674)	(3,215,674)	(3,215,674)
Net Department Total		14,772,251	14,177,932	15,073,772	13,980,155	13,980,155	13,980,155

Police Administration

It is the responsibility of the Chief of Police to create policy and make resource management decisions for the Police Department's assets. The administrative staff provides support in the areas of legal assistance, fiscal management, internal standards, human resources, and the investigation of complaints filed against police officers.

The FY21 expenditure decrease of \$55,820, or 4.4%, is primarily due to the six-month delay in the hire of the department's Assistant Police Chief.

Division Summary

Department: Police **Division:** Police Administration **Account:** 10021100

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,255,235	1,041,616	1,279,579	1,199,746	1,199,746	1,199,746
Benefits	6,400	5,800	6,400	5,740	5,740	5,740
Administrative Services	8,425	8,113	8,450	8,450	8,450	8,450
Maintenance and Repairs	200	0	200	200	200	200
Rentals	2,204	2,200	2,508	2,508	2,508	2,508
Supplies	1,800	1,200	1,800	1,800	1,800	1,800
Total	1,274,264	1,058,929	1,298,937	1,218,444	1,218,444	1,218,444
Less Revenues	(160,371)	(145,247)	(147,351)	(147,351)	(147,351)	(147,351)
Net Division Total	1,113,893	913,682	1,151,586	1,071,093	1,071,093	1,071,093

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 decreased \$310,003 or 2.9%, primarily due to reductions in payroll, as well as the supply lines primarily related to the FY20 purchase of new vehicle computer technology. The personnel budget reductions include department restructuring for a net reduction of one position in this division. Staffing changes include the elimination of the two School Resource Officers and one Community Policing Officer, and the transfer of two positions from the Bureau of Investigative Services division. Salary savings also include the delayed hiring of new sworn officers. Revenues have decreased \$101,781, or 9.6%, primarily due to the reduction of the School Resource Officers previously reimbursed at 75%.

Division Summary

Department: Police **Division:** Uniformed Operations Group **Account:** 10021200

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	9,924,632	10,054,815	10,204,447	9,690,716	9,690,716	9,690,716
Benefits	173,805	173,785	174,170	152,755	152,755	152,755
Administrative Services	18,738	15,228	40,690	40,690	40,690	40,690
Contractual Services	231,692	188,953	160,582	208,602	208,602	208,602
Maintenance and Repairs	69,973	42,073	85,993	85,993	85,993	85,993
Rentals	7,775	2,775	2,975	2,975	2,975	2,975
Supplies	189,438	179,161	192,313	124,295	124,295	124,295
Utilities	480	540	504	504	504	504
Total	10,616,533	10,657,330	10,861,674	10,306,530	10,306,530	10,306,530
Less Revenues	(1,065,174)	(980,782)	(1,068,707)	(963,393)	(963,393)	(963,393)
Net Division Total	9,551,359	9,676,548	9,792,967	9,343,137	9,343,137	9,343,137

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.

FY21 expenditures in this division have decreased \$174,361, or 8.6%, primarily due to decreases in payroll expenses, which include the transfer of two unfilled detective positions to the patrol team within the Uniformed Operations Group division and a six-month delay in the hiring of unfilled positions. Revenues have increased \$79,837, or 30.1 %, attributed to an increase in the Maine Drug Enforcement Agency (MDEA) payroll reimbursement rate.

Division Summary

Department: Police	Division: Bureau of Investigative Services				Account: 10021300	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,963,501	1,755,809	1,902,984	1,795,600	1,795,600	1,795,600
Benefits	29,490	21,083	27,830	27,230	27,230	27,230
Administrative Services	1,530	100	1,280	1,280	1,280	1,280
Contractual Services	6,700	6,100	4,100	4,100	4,100	4,100
Maintenance and Repairs	2,000	0	2,000	2,000	2,000	2,000
Rentals	2,504	2,400	2,704	2,704	2,704	2,704
Supplies	11,950	8,350	10,400	10,400	10,400	10,400
Total	2,017,675	1,793,842	1,951,298	1,843,314	1,843,314	1,843,314
Less Revenues	(264,883)	(285,406)	(304,008)	(344,720)	(344,720)	(344,720)
Net Division Total	1,752,792	1,508,436	1,647,290	1,498,594	1,498,594	1,498,594

Operations Support Services

The Operations Support Services Division is commanded by the Assistant Chief and is comprised of the following sections: computer crimes, forensics, property, training, and records. Included in the budget are minor costs associated with the Regional Forensic Crime Laboratory.

Expenditures in this division have decreased \$31,006, or 3.4%, primarily due to FY21 reductions in the police training line. FY21 revenues have increased \$28,888, or 57.8%, due to a vendor change for public accessed accident report requests.

Division Summary

Department: Police **Division:** Operations Support Services **Account:** 10021400

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	658,632	681,112	677,098	657,433	657,433	657,433
Benefits	6,000	3,500	6,000	6,000	6,000	6,000
Administrative Services	133,960	92,220	134,910	110,410	110,410	110,410
Contractual Services	11,720	13,000	11,720	11,720	11,720	11,720
Maintenance and Repairs	34,006	23,515	39,630	30,255	30,255	30,255
Rentals	8,280	7,354	9,014	7,574	7,574	7,574
Supplies	54,843	49,343	65,543	53,043	53,043	53,043
Total	907,441	870,044	943,915	876,435	876,435	876,435
Less Revenues	(50,000)	(56,730)	(52,388)	(78,888)	(78,888)	(78,888)
Net Division Total	857,441	813,314	891,527	797,547	797,547	797,547

Dispatch Services

The Portland Regional Communications Center (PRCC) comprises Dispatch Services and is supervised by the Emergency Communications Director. Serving the Town of Cape Elizabeth, South Portland and the City of Portland, the PRCC is responsible for receiving telephone requests for all emergency services and dispatching appropriate police, fire, and emergency medical services resources. The 2011 regional consolidation allowed all three communities to maximize their resources while emphasizing a commitment to service excellence.

FY21 expenditures in this division have increased \$15,729, or 0.7%, primarily due to slight increases in payroll for shift coverage and medical expenses for pre-employment and new hires. FY21 revenues have risen \$242,711, or 28.1%, reflecting an increase in the cost share reimbursement calculation of the Portland Regional Communications Center (PRCC).

Division Summary

Department: Police **Division:** Dispatch Services **Account:** 10021500

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	2,280,437	2,066,099	2,371,080	2,288,466	2,288,466	2,288,466
Benefits	16,700	6,820	16,700	16,700	16,700	16,700
Administrative Services	16,675	16,050	15,175	10,175	10,175	10,175
Contractual Services	2,250	2,525	13,130	13,130	13,130	13,130
Maintenance and Repairs	5,200	1,201	8,140	8,140	8,140	8,140
Rentals	641	770	641	641	641	641
Supplies	11,500	9,224	10,500	10,500	10,500	10,500
Minor Capital Items	15,000	15,000	15,000	15,000	15,000	15,000
Utilities	11,700	11,600	13,080	13,080	13,080	13,080
Total	2,360,103	2,129,289	2,463,446	2,375,832	2,375,832	2,375,832
Less Revenues	(863,337)	(863,337)	(873,044)	(1,106,048)	(1,106,048)	(1,106,048)
Net Division Total	1,496,766	1,265,952	1,590,402	1,269,784	1,269,784	1,269,784

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.

FY21 expenditures and revenues in this division have decreased \$6,250, or 1.1%, due to slight decreases in both payroll and training expenses. The cost for this division is entirely offset by revenues received by the Jetport.

Division Summary

Department: Police	Division: Jetport Security				Account: 10021800	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	558,061	622,719	564,808	553,811	553,811	553,811
Benefits	16,815	1,675	16,815	16,815	16,815	16,815
Administrative Services	3,450	450	1,450	1,450	1,450	1,450
Maintenance and Repairs	250	0	250	250	250	250
Rentals	648	350	648	648	648	648
Supplies	2,300	350	2,300	2,300	2,300	2,300
Total	581,524	625,544	586,271	575,274	575,274	575,274
Less Revenues	(581,524)	(625,544)	(586,271)	(575,274)	(575,274)	(575,274)
Net Division Total	0	0	0	0	0	0

Fire

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 decrease is \$430,782, or 2.4%. Payroll budget reductions account for the majority of the expense decrease with other reductions in the supply and minor capital lines offset partially by increases in the maintenance and repair lines. In FY21, there is a reduction of two department positions as well as the removal of the unsettled contract increases for 224 FTE's previously budgeted in FY20.

The FY21 revenue increase is \$302,143, or 6.6%. The revenue increase is mainly attributed to new fees approved in FY21 and an increase in the Air Rescue Station division expenses 100% reimbursed by the Jetport.

Department Summary

Department: Fire

Account: 100-22

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		15,945,994	16,004,998	16,721,842	15,563,604	15,563,604	15,563,604
Benefits		250,604	287,223	253,776	199,132	199,132	199,132
Administrative Services		187,738	187,738	321,938	297,688	297,688	297,688
Contractual Services		234,019	234,019	171,784	166,084	166,084	166,084
Maintenance and Repair		334,190	346,500	471,205	444,705	444,705	444,705
Rentals		403,900	403,900	416,120	416,120	416,120	416,120
Supplies		586,385	587,318	589,585	474,485	474,485	474,485
Minor Capital Items		56,000	55,703	0	0	0	0
Utilities		236,318	236,318	243,548	242,548	242,548	242,548
Capital Outlay		0	0	10,000	0	0	0
Total		18,235,148	18,343,717	19,199,798	17,804,366	17,804,366	17,804,366
Summary by Division							
Fire Administration	(22-100)	598,617	624,926	674,920	625,811	625,811	625,811
Code Enforce & Community Svcs	(22-200)	288,508	288,676	378,022	238,082	238,082	238,082
Field Operations	(22-300)	15,517,194	15,572,191	15,879,304	14,963,356	14,963,356	14,963,356
Operation Support Services	(22-400)	803,148	804,091	896,268	872,768	872,768	872,768
Air Rescue Station	(22-800)	1,027,681	1,053,833	1,371,284	1,104,349	1,104,349	1,104,349
Total		18,235,148	18,343,717	19,199,798	17,804,366	17,804,366	17,804,366
Less Revenues		(4,584,937)	(4,580,689)	(5,154,015)	(4,887,080)	(4,887,080)	(4,887,080)
Net Department Total		13,650,211	13,763,028	14,045,783	12,917,286	12,917,286	12,917,286

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 has positively impacted leave associated with Critical Incident Stress cases.

The FY21 Fire Administration budget increased by \$27,194, or 4.5%, due to department staffing changes during FY20 resulting in the addition of one new administrative position in this division. FY21 expenditure reductions include decreases in the various supply lines and in the travel and training line. FY21 division revenues remain flat.

Division Summary

Department: Fire **Division:** Fire Administration **Account:** 10022100

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	516,941	543,250	589,744	572,709	572,709	572,709
Benefits	4,908	4,908	4,908	2,884	2,884	2,884
Administrative Services	24,708	24,708	28,208	18,858	18,858	18,858
Contractual Services	4,800	4,800	4,800	1,600	1,600	1,600
Rentals	2,160	2,160	2,160	2,160	2,160	2,160
Supplies	45,100	45,100	45,100	27,600	27,600	27,600
Total	598,617	624,926	674,920	625,811	625,811	625,811
Less Revenues	(99,785)	(96,885)	(99,785)	(99,785)	(99,785)	(99,785)
Net Division Total	498,832	528,041	575,135	526,026	526,026	526,026

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 and 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 decrease of \$50,426, or 17.5%, is mainly attributed to overtime and training line-item reductions. FY21 revenues remain flat.

Division Summary

Department: Fire **Division:** Code Enforcement & Community Services **Account:** 10022200

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	256,231	256,231	358,121	224,061	224,061	224,061
Benefits	2,832	3,000	3,456	2,976	2,976	2,976
Administrative Services	21,675	21,675	8,675	6,275	6,275	6,275
Contractual Services	770	770	770	770	770	770
Supplies	7,000	7,000	7,000	4,000	4,000	4,000
Total	288,508	288,676	378,022	238,082	238,082	238,082
Less Revenues	(34,921)	(34,921)	(34,921)	(34,921)	(34,921)	(34,921)
Net Division Total	253,587	253,755	343,101	203,161	203,161	203,161

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 FY21 Field Operations division expenditure decrease is \$533,838, or 3.6%. This budget reduction is attributed largely to payroll decreases including department staffing changes resulting in three division position reductions and the removal of unsettled contract increases included in the FY20 budget. Other reductions include a decrease in wearing apparel and minor equipment requests, and monies for the FY20 purchase of two cardiac monitors. The department's billing services was reclassified from a contractual service to an administrative service expense in FY21. Revenues have increased \$200,000, or 6.0%, as a result of the FY21 approval of new fees.

Division Summary

Department: Fire **Division:** Field Operations **Account:** 10022300

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	14,362,963	14,381,816	14,675,845	13,935,637	13,935,637	13,935,637
Benefits	228,972	265,384	228,972	176,832	176,832	176,832
Administrative Services	94,200	94,200	237,900	225,400	225,400	225,400
Contractual Services	203,996	203,996	140,946	138,446	138,446	138,446
Maintenance and Repairs	117,500	117,500	128,350	119,350	119,350	119,350
Rentals	3,432	3,432	3,960	3,960	3,960	3,960
Supplies	430,175	430,204	433,375	344,775	344,775	344,775
Minor Capital Items	56,000	55,703	0	0	0	0
Utilities	19,956	19,956	19,956	18,956	18,956	18,956
Capital Outlay	0	0	10,000	0	0	0
Total	15,517,194	15,572,191	15,879,304	14,963,356	14,963,356	14,963,356
Less Revenues	(3,327,800)	(3,300,300)	(3,527,800)	(3,527,800)	(3,527,800)	(3,527,800)
Net Division Total	12,189,394	12,271,891	12,351,504	11,435,556	11,435,556	11,435,556

Operation Support Services

The Operations Support Services division encompasses Hydrants, Building Maintenance and Fire Alarm. The hydrant system is the backbone of the fire suppression efforts of the Fire Department. The department is charged by the Portland Water District to ensure that the 1,620 hydrants in the City are properly maintained for use with high-flow firefighting equipment. Building maintenance provides for the operation of nine of the city's fire stations and the fire museum. The division maintains station heating and plumbing systems and makes necessary building repairs, including preventive maintenance for boilers, emergency generators, and compressors. The fire alarm section maintains the City's fire alarm system and emergent and non-emergent radio systems, and supports the 911 Portland Regional Communication Center's (PRCC) core equipment.

The Operations Support Services expenditure increase of \$69,620, or 8.7%, is attributed to the increase in maintenance expenses at nine stations around the city and hydrant costs.

The divisional revenue has increased \$25,475, or 26.9%, largely due to FY21 fee increases.

Division Summary

Department: Fire	Division: Operation Support Services				Account: 10022400	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Benefits	0	39	0	0	0	0
Administrative Services	1,075	1,075	1,075	1,075	1,075	1,075
Contractual Services	21,500	21,500	21,815	21,815	21,815	21,815
Maintenance and Repairs	116,715	116,715	191,130	173,630	173,630	173,630
Rentals	398,308	398,308	410,000	410,000	410,000	410,000
Supplies	64,900	65,804	64,900	58,900	58,900	58,900
Utilities	200,650	200,650	207,348	207,348	207,348	207,348
Total	803,148	804,091	896,268	872,768	872,768	872,768
Less Revenues	(94,750)	(94,750)	(120,225)	(120,225)	(120,225)	(120,225)
Net Division Total	708,398	709,341	776,043	752,543	752,543	752,543

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. 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 \$76,668, or 7.5%, is mainly due to the increase in overtime and vehicle maintenance and repair costs.

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	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	809,859	823,701	1,098,132	831,197	831,197	831,197
Benefits	13,892	13,892	16,440	16,440	16,440	16,440
Administrative Services	46,080	46,080	46,080	46,080	46,080	46,080
Contractual Services	2,953	2,953	3,453	3,453	3,453	3,453
Maintenance and Repairs	99,975	112,285	151,725	151,725	151,725	151,725
Supplies	39,210	39,210	39,210	39,210	39,210	39,210
Utilities	15,712	15,712	16,244	16,244	16,244	16,244
Total	1,027,681	1,053,833	1,371,284	1,104,349	1,104,349	1,104,349
Less Revenues	(1,027,681)	(1,053,833)	(1,371,284)	(1,104,349)	(1,104,349)	(1,104,349)
Net Division Total	0	0	0	0	0	0

Planning & Urban Development

The Department of Planning and Urban Development consists of two divisions: Administration and Planning.

A reorganization in FY21 moved the Housing and Community Development division out of the Planning & Urban Development Department into the Housing and Economic Development Department. This restructure also included staffing organizational shifts: four positions formerly budgeted in Planning Administration and three positions formerly budgeted in Planning's Housing & Community Development division.

The FY21 department net budget reduction is \$328,548, or 32.6%: department expenditures decreased \$654,510, or 31.5%, and department revenues decreased \$325,962, or 30.4%. The FY21 budget includes payroll savings attributed to furloughs and delayed hiring during the pandemic. Additionally, the contractual services lines reflect a reduction due to the zoning re-write dollars budgeted in FY20 and a decrease in non-reimbursed advertising costs.

The planning department will continue to work on the City-Code Chapter 14 zoning re-write through FY21.

Department Summary

Department: Planning & Urban Development

Account: 100-24

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		1,729,807	1,602,338	1,853,624	1,148,582	1,148,582	1,148,582
Benefits		3,780	1,808	2,505	2,550	2,550	2,550
Administrative Services		26,025	21,756	31,700	33,320	33,320	33,320
Contractual Services		287,220	241,320	277,100	194,850	194,850	194,850
Maintenance and Repair		1,100	1,000	8,620	7,820	7,820	7,820
Rentals		15,600	14,500	15,600	15,600	15,600	15,600
Supplies		16,500	10,419	25,600	22,800	22,800	22,800
Total		2,080,032	1,893,141	2,214,749	1,425,522	1,425,522	1,425,522
Summary by Division							
Planning & Dev. Administration	(24-100)	560,269	442,947	542,863	211,863	211,863	211,863
Planning	(24-200)	1,330,594	1,266,224	1,419,752	1,213,659	1,213,659	1,213,659
Housing & Community Dev.	(24-300)	189,169	183,970	252,134	0	0	0
Total		2,080,032	1,893,141	2,214,749	1,425,522	1,425,522	1,425,522
Less Revenues		(1,072,827)	(1,139,465)	(1,147,567)	(746,865)	(746,865)	(746,865)
Net Department Total		1,007,205	753,676	1,067,182	678,657	678,657	678,657

Planning & Development Administration

The Administration division oversees all operations of the Department of Planning and Urban Development.

The FY21 expenditures are down \$348,406, or 62.2%, largely due to the reorganization and transfer of the Housing & Community Development division to the Housing & Economic Development Department which also incorporates four Planning Administration position salaries, as well as the associated revenue offset. Other Administration payroll savings include staff turnover and the delayed hiring of an Administrative Assistant until January of 2021.

Division Summary

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

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	551,119	437,745	534,663	202,313	202,313	202,313
Benefits	1,100	575	600	1,100	1,100	1,100
Administrative Services	4,200	2,732	5,000	5,700	5,700	5,700
Contractual Services	250	0	100	250	250	250
Maintenance and Repairs	100	0	0	0	0	0
Supplies	3,500	1,895	2,500	2,500	2,500	2,500
Total	560,269	442,947	542,863	211,863	211,863	211,863
Less Revenues	(247,067)	(196,474)	(233,293)	(30,000)	(30,000)	(30,000)
Net Division Total	313,202	246,473	309,570	181,863	181,863	181,863

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, and historic preservation planning. The Planning division also manages the Congress Square Park redesign and other urban design initiatives.

The FY21 Planning expenditures have decreased by \$116,935, or 8.8%. Reductions include the FY20 operating budget funding for the City Code Chapter 14 zoning rewrite, non-reimbursed advertising costs, and reflected savings for furlough and vacancies due to the pandemic. FY21 projected revenues have increased \$80,274, or 12.6%.

Division Summary

Department: Planning & Urban Development	Division: Planning				Account: 10024200	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	989,519	980,623	1,066,827	946,269	946,269	946,269
Benefits	2,680	1,233	1,905	1,450	1,450	1,450
Administrative Services	21,825	19,024	26,700	27,620	27,620	27,620
Contractual Services	286,970	241,320	277,000	194,600	194,600	194,600
Maintenance and Repairs	1,000	1,000	8,620	7,820	7,820	7,820
Rentals	15,600	14,500	15,600	15,600	15,600	15,600
Supplies	13,000	8,524	23,100	20,300	20,300	20,300
Total	1,330,594	1,266,224	1,419,752	1,213,659	1,213,659	1,213,659
Less Revenues	(636,591)	(759,021)	(662,140)	(716,865)	(716,865)	(716,865)
Net Division Total	694,003	507,203	757,612	496,794	496,794	496,794

Housing & Community Development

A reorganization in FY21 transferred the Housing and Community Development division from the Planning & Urban Development Department to the newly titled Housing & Economic Development Department.

The Housing and Community Development division is a net zero budget; any increase or decrease in the budget has no impact on the tax levy.

Division Summary

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

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	189,169	183,970	252,134	0	0	0
Total	189,169	183,970	252,134	0	0	0
Less Revenues	(189,169)	(183,970)	(252,134)	0	0	0
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 \$77,484 or 4.2%. This increase incorporates personnel staffing changes, a department net increase of a +2.25 full-time equivalent positions (FTE). FY21 expense reductions include the FY20 budgeted contractual microfiche conversion monies and reductions in the administrative services lines.

The department's FY21 estimated revenue has risen by \$230,108, or 4.7%. The increase in anticipated business licenses revenue is related to the recently passed marijuana ordinance; the revenue increase also includes a modest increase in building permit revenue.

Department Summary

Department: Permitting & Inspections

Account: 100-25

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		1,637,932	1,637,589	1,833,322	1,785,706	1,785,706	1,785,706
Benefits		18,654	18,254	18,534	18,384	18,384	18,384
Administrative Services		37,715	37,815	37,535	23,145	23,145	23,145
Contractual Services		125,465	92,176	78,155	74,615	74,615	74,615
Rentals		4,368	4,368	4,368	4,368	4,368	4,368
Supplies		24,425	27,136	28,225	19,825	19,825	19,825
Total		1,848,559	1,817,338	2,000,139	1,926,043	1,926,043	1,926,043
Summary by Division							
Permitting & Insp. Administration	(25-100)	130,487	111,337	197,907	156,338	156,338	156,338
Inspections	(25-200)	1,076,567	1,095,410	1,071,449	1,042,864	1,042,864	1,042,864
Housing Safety	(25-300)	407,613	350,665	485,397	481,750	481,750	481,750
Business Licensing	(25-400)	233,892	259,926	245,386	245,091	245,091	245,091
Total		1,848,559	1,817,338	2,000,139	1,926,043	1,926,043	1,926,043
Less Revenues		(4,901,064)	(4,932,464)	(5,102,583)	(5,131,172)	(5,131,172)	(5,131,172)
Net Department Total		(3,052,505)	(3,115,126)	(3,102,444)	(3,205,129)	(3,205,129)	(3,205,129)

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.

This division's expenditure budget increase of \$25,851, or 19.8%, is attributed to the anticipated full-time restore of the Director of Permitting & Inspections in January 2021 from the previously budgeted 0.5 FTE.

Division Summary

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

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	126,097	105,306	190,867	153,388	153,388	153,388
Benefits	600	200	600	450	450	450
Administrative Services	1,650	2,400	3,000	1,500	1,500	1,500
Contractual Services	740	320	740	200	200	200
Supplies	1,400	3,111	2,700	800	800	800
Total	130,487	111,337	197,907	156,338	156,338	156,338

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.

This division's expenditure budget has decreased \$33,703, or 3.1%. This decrease is predominantly attributed to the budgeted FY20 contractual services monies for microfiche conversions, and also includes various other line-item reductions. This division encompasses a net increase of a half-time position. The division's revenue budget has increased \$63,250, or 2.1%, and is attributed to the steady increase in development and building permit revenue and revenue from the State Fire Marshal's delegated fire plan review.

Division Summary

Department: Permitting & Inspections

Division: Inspections

Account: 10025200

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	967,022	1,018,734	1,012,494	999,269	999,269	999,269
Benefits	9,850	9,850	9,130	9,130	9,130	9,130
Administrative Services	27,095	26,595	24,525	17,165	17,165	17,165
Contractual Services	58,300	25,431	10,000	7,000	7,000	7,000
Rentals	1,800	1,800	1,800	1,800	1,800	1,800
Supplies	12,500	13,000	13,500	8,500	8,500	8,500
Total	1,076,567	1,095,410	1,071,449	1,042,864	1,042,864	1,042,864
Less Revenues	(2,990,250)	(3,010,250)	(3,005,250)	(3,053,500)	(3,053,500)	(3,053,500)
Net Division Total	(1,913,683)	(1,914,840)	(1,933,801)	(2,010,636)	(2,010,636)	(2,010,636)

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 Short-Term Rental Registration program contributed approximately \$176,000 to the Housing Trust Fund in FY19 and approximately \$123,000 in FY20.

This division's expenditure budget has increased \$74,137, or 18.2%. This budget includes an increase of 1.4 FTEs, which also consists of a reallocation of wages across divisions.

This division's revenue budget has increased \$14,175 or 2.3%. The net revenue increase is due to an anticipated rise in rental registration activity and reinspection fee income. The net revenue generated from the Short-Term Rentals registration program will be contributed to the Housing Trust Fund.

Division Summary

Department: Permitting & Inspections **Division:** Housing Safety **Account:** 10025300

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	350,934	293,936	430,843	432,696	432,696	432,696
Benefits	5,280	5,280	5,880	5,880	5,880	5,880
Administrative Services	7,640	7,490	7,725	3,725	3,725	3,725
Contractual Services	38,505	38,505	35,495	35,495	35,495	35,495
Rentals	504	504	504	504	504	504
Supplies	4,750	4,950	4,950	3,450	3,450	3,450
Total	407,613	350,665	485,397	481,750	481,750	481,750
Less Revenues	(624,382)	(635,782)	(806,282)	(638,557)	(638,557)	(638,557)
Net Division Total	(216,769)	(285,117)	(320,885)	(156,807)	(156,807)	(156,807)

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.

This division's expenditure budget has increased \$11,199, or 4.8%, predominantly due to the 0.1 net FTE position increase and an increase in reimbursed advertising costs.

This division's revenue budget has increased \$152,683 or 11.9%, and is primarily attributed to the FY21 implementation of the marijuana licensing ordinance.

Division Summary

Department: Permitting & Inspections	Division: Business Licensing				Account: 10025400	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	193,879	219,613	199,118	200,353	200,353	200,353
Benefits	2,924	2,924	2,924	2,924	2,924	2,924
Administrative Services	1,330	1,330	2,285	755	755	755
Contractual Services	27,920	27,920	31,920	31,920	31,920	31,920
Rentals	2,064	2,064	2,064	2,064	2,064	2,064
Supplies	5,775	6,075	7,075	7,075	7,075	7,075
Total	233,892	259,926	245,386	245,091	245,091	245,091
Less Revenues	(1,286,432)	(1,286,432)	(1,291,051)	(1,439,115)	(1,439,115)	(1,439,115)
Net Division Total	(1,052,540)	(1,026,506)	(1,045,665)	(1,194,024)	(1,194,024)	(1,194,024)

Information Technologies

The City of Portland Information Technology Department (COP IT) has recently undergone a significant transformation including a new organizational structure comprised of three teams: the Advanced Services Team, the Core Team and the Service Desk.

The newly formed Advancing Services Team is responsible for the quality of COP IT performance through IT Targeted Services Management, momentum and control of all IT projects, and advancements through user training, process improvement and new technologies. Strategically, this team is focused on assessing the quality of COP IT work and paving an easy path for better quality.

The Core Team, in addition to application support, is responsible for all foundational infrastructure and systems that applications and users rely on. This team ensures confidentiality, integrity, and availability of three major application stacks (public administration, GIS and public safety) and many other line of business applications. In addition to managing and updating these core systems, the team also processes the tier-3 and tier-4 support escalations from the IT Service Desk. Strategically, this team is focused on more reliable, cost effective, and better performing core elements to support business agility.

The IT Service Desk is responsible for direct city staff support including end-user devices. With the support of Advancing Services, this team is developing tier-0 material (IT Self-Help information), and in context of the reorganization they are building a new emphasis on and confidence in immediate tier-1 support. This team also handles more technical tier-2 issues, including those that need one-to-one support whether onsite or remote. Strategically, this team is focused on bringing the time to resolution closer to the customer's first moment of need.

FY21's aggressive spending reduction goals creates a very challenging scenario. During the increased dependency on technology in 2020, the department has continued to focus on quality while pivoting to different ways of doing things; the department strives to continually deliver good quality service.

The FY21 expenditures have decreased \$325,234, or 11.2%. The expense decrease is attributed with several significant contractual service items that have been either renegotiated or not renewed in FY21. The revenues, representing the reimbursement of costs and services provided to the Enterprise Funds and external users, decreased \$4,246, or 1.0%.

Department Summary

Department: Information Technologies

Account: 100-29

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,148,860	1,135,000	1,341,268	1,164,282	1,164,282	1,164,282
Benefits	6,180	5,120	5,136	5,136	5,136	5,136
Administrative Services	14,450	13,150	15,450	3,950	3,950	3,950
Contractual Services	498,583	527,090	548,370	440,837	440,837	440,837
Maintenance and Repair	800,989	780,254	765,824	613,603	613,603	613,603
Rentals	12,000	15,265	12,000	12,000	12,000	12,000
Supplies	81,100	81,100	371,100	31,000	31,000	31,000
Utilities	352,320	348,900	352,440	318,440	318,440	318,440
Total	2,914,482	2,905,879	3,411,588	2,589,248	2,589,248	2,589,248
Less Revenues	(433,387)	(430,340)	(431,331)	(429,141)	(429,141)	(429,141)
Net Department Total	2,481,095	2,475,539	2,980,257	2,160,107	2,160,107	2,160,107

Public Works

The Director of Public Works oversees the operations of eleven (11) 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 FY21 Public Works General Fund expenditure budget decreased by \$980,468 or 6.7% while the revenue budget increased by \$94,237 or 1.8%. The FY21 primary expenditure decreases include the staffing reduction of 9.4 FTEs, vehicle fuel for the City's fleet, and capital outlay. Contractual services changes include the reduction of pavement markings monies to one annual application, formerly two, and additional funds appropriated for the waste management contract and the snow dump. In FY21, the former Transportation Operations program was restructured and split into two; the existing org was renamed to Transportation Engineering under the department's Engineering Division, and a new org entitled Traffic & Transportation Operations was created under the Public Works Operations Division.

Department Summary

Department: Public Works

Account: 100-31

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		8,517,517	7,834,863	8,813,359	7,918,501	7,918,501	7,918,501
Benefits		112,992	157,813	88,582	86,342	86,342	86,342
Administrative Services		94,267	60,210	96,322	61,902	61,902	61,902
Contractual Services		1,802,057	2,593,388	2,008,515	1,979,493	1,979,493	1,979,493
Maintenance and Repair		1,451,668	1,518,532	1,413,398	1,398,398	1,398,398	1,398,398
Rentals		417,284	514,530	430,970	398,840	398,840	398,840
Supplies		1,664,666	1,621,835	1,740,046	1,352,462	1,352,462	1,352,462
Minor Capital Items		22,500	20,755	26,500	0	0	0
Utilities		429,251	484,905	459,796	459,796	459,796	459,796
Capital Outlay		124,000	11,798	115,000	0	0	0
Total		14,636,202	14,818,629	15,192,488	13,655,734	13,655,734	13,655,734
Summary by Division							
Public Works Administration	(31-100)	725,708	700,721	775,856	671,793	671,793	671,793
Streets & Sidewalks	(31-202)	1,741,974	1,647,740	1,778,959	1,678,340	1,678,340	1,678,340
Solid Waste	(31-203)	2,141,502	2,409,198	2,244,092	2,241,470	2,241,470	2,241,470
Communications	(31-204)	197,443	195,434	207,289	196,098	196,098	196,098
Portland Downtown District	(31-205)	404,862	373,270	414,838	414,503	414,503	414,503
Winter Operations	(31-206)	1,329,439	1,418,887	1,401,099	1,329,517	1,329,517	1,329,517
Island Services	(31-207)	687,836	673,770	753,984	689,311	689,311	689,311
Traffic & Transportation	(31-208)	0	0	1,774,555	1,407,899	1,407,899	1,407,899
Transportation Engineering	(31-302)	2,333,681	2,468,547	649,273	438,778	438,778	438,778
Engineering	(31-303)	1,266,603	1,174,751	1,302,701	1,206,876	1,206,876	1,206,876
Fleet Services	(31-400)	3,807,154	3,756,311	3,889,842	3,381,149	3,381,149	3,381,149
Total		14,636,202	14,818,629	15,192,488	13,655,734	13,655,734	13,655,734
Less Revenues		(5,128,213)	(5,140,952)	(5,178,812)	(5,222,450)	(5,222,450)	(5,222,450)
Net Department Total		9,507,989	9,677,677	10,013,676	8,433,284	8,433,284	8,433,284

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 FY21 Public Works Administration expenditure budget decreased by \$53,915, or 7.4%, predominately due to the net reduction of one-and-a half positions: two administrative positions were eliminated and a new Program Coordinator position was approved starting mid-year. The majority of this division's revenue is related to salary reimbursements from the Sewer and Stormwater Enterprise Funds for their apportioned costs.

Division Summary

Department: Public Works	Division: Public Works Administration				Account: 10031100	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	660,503	652,100	712,276	617,833	617,833	617,833
Benefits	2,772	1,881	2,772	2,052	2,052	2,052
Administrative Services	15,460	11,553	14,335	7,985	7,985	7,985
Contractual Services	6,800	1,479	7,280	6,280	6,280	6,280
Maintenance and Repairs	25,893	23,436	25,393	24,893	24,893	24,893
Rentals	3,000	2,475	3,000	3,000	3,000	3,000
Supplies	11,280	7,797	10,800	9,750	9,750	9,750
Total	725,708	700,721	775,856	671,793	671,793	671,793
Less Revenues	(274,195)	(280,211)	(282,646)	(273,335)	(273,335)	(273,335)
Net Division Total	451,513	420,510	493,210	398,458	398,458	398,458

Streets & Sidewalks

The Streets & Sidewalks division 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.

The division 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 FY21 Streets & Sidewalks budget decreased \$63,634, or 3.7%, largely attributed to a decrease in temporary help wages and various supply line items.

Division Summary

Department: Public Works **Division:** Streets & Sidewalks **Account:** 10031202

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,535,122	1,373,998	1,547,386	1,483,747	1,483,747	1,483,747
Benefits	20,030	29,609	15,630	15,630	15,630	15,630
Administrative Services	4,880	1,749	4,880	1,880	1,880	1,880
Contractual Services	5,500	33,415	54,980	23,200	23,200	23,200
Maintenance and Repairs	2,000	4,000	2,000	2,000	2,000	2,000
Rentals	14,500	14,600	14,500	14,500	14,500	14,500
Supplies	152,442	184,064	139,583	137,383	137,383	137,383
Minor Capital Items	7,500	5,755	0	0	0	0
Utilities	0	550	0	0	0	0
Total	1,741,974	1,647,740	1,778,959	1,678,340	1,678,340	1,678,340
Less Revenues	(2,300)	(1,000)	(2,300)	(2,300)	(2,300)	(2,300)
Net Division Total	1,739,674	1,646,740	1,776,659	1,676,040	1,676,040	1,676,040

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, less than 30 pounds, which 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.

FY21 Solid Waste expenditures increased \$99,968, or 4.7%. This budget includes the reduction of three-and-a-half positions, a decrease from the FY20 capital outlay request, and an increase in the waste management contract.

Division Summary

Department: Public Works	Division: Solid Waste				Account: 10031203	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	997,567	877,500	1,033,962	795,475	795,475	795,475
Benefits	14,020	70,400	10,740	10,740	10,740	10,740
Administrative Services	5,495	5,778	5,430	9,330	9,330	9,330
Contractual Services	1,052,180	1,424,685	1,107,870	1,407,295	1,407,295	1,407,295
Maintenance and Repairs	1,500	1,245	4,680	4,680	4,680	4,680
Rentals	1,760	12,118	1,760	0	0	0
Supplies	15,800	14,292	16,470	10,770	10,770	10,770
Utilities	3,180	3,180	3,180	3,180	3,180	3,180
Capital Outlay	50,000	0	60,000	0	0	0
Total	2,141,502	2,409,198	2,244,092	2,241,470	2,241,470	2,241,470
Less Revenues	(2,166,321)	(1,935,180)	(2,168,891)	(2,168,891)	(2,168,891)	(2,168,891)
Net Division Total	(24,819)	474,018	75,201	72,579	72,579	72,579

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.

The FY21 expenditures decreased by \$1,345, or 0.7%.

Division Summary

Department: Public Works	Division: Communications				Account: 10031204	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	179,482	181,500	183,214	175,523	175,523	175,523
Benefits	1,325	1,758	1,125	1,125	1,125	1,125
Administrative Services	1,250	391	1,000	0	0	0
Contractual Services	2,950	3,168	6,700	5,700	5,700	5,700
Maintenance and Repairs	500	2,103	8,500	8,500	8,500	8,500
Rentals	8,036	4,000	1,700	1,700	1,700	1,700
Supplies	3,900	2,514	5,050	3,550	3,550	3,550
Total	197,443	195,434	207,289	196,098	196,098	196,098
Less Revenues	(71,731)	(68,200)	(74,645)	(71,262)	(71,262)	(71,262)
Net Division Total	125,712	127,234	132,644	124,836	124,836	124,836

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.

The FY21 budget includes the addition of one full-time maintenance worker position, with a reduction in the temporary help line.

Division Summary

Department: Public Works

Division: Portland Downtown District

Account: 10031205

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	353,907	329,700	379,908	379,573	379,573	379,573
Benefits	3,875	2,709	3,450	3,450	3,450	3,450
Contractual Services	9,500	9,690	50	50	50	50
Maintenance and Repairs	500	275	500	500	500	500
Rentals	360	400	360	360	360	360
Supplies	30,560	24,136	25,910	25,910	25,910	25,910
Utilities	6,160	6,360	4,660	4,660	4,660	4,660
Total	404,862	373,270	414,838	414,503	414,503	414,503
Less Revenues	(404,862)	(404,862)	(414,838)	(414,503)	(414,503)	(414,503)
Net Division Total	0	(31,592)	0	0	0	0

Winter Operations

Winter Operations provides daily operations of sanding and salting streets, plowing, and snow and ice removal services throughout the City. Plowing city sidewalks along school routes and other designated areas helps to ensure safe mobility for pedestrians. The Public Works workforce unites to participate in Winter Operations, with the primary function being snow and ice removal during winter months to ensure the safety of the public. Winter operations actual expenses remain dependent on snowfall and severity of winter conditions.

Winter expenses remain flat for FY21, with a \$78 increase. The expense increase in contractual services relates to the snow dump and is offset by other line reductions in wages and winter vehicle rental operations.

Division Summary

Department: Public Works **Division:** Winter Operations **Account:** 10031206

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	457,929	395,943	437,999	422,677	422,677	422,677
Administrative Services	3,000	4,192	10,900	10,900	10,900	10,900
Contractual Services	27,305	112,160	122,305	115,305	115,305	115,305
Maintenance and Repairs	5,000	0	5,000	5,000	5,000	5,000
Rentals	386,088	427,576	384,590	360,220	360,220	360,220
Supplies	449,337	477,947	439,525	414,635	414,635	414,635
Utilities	780	1,069	780	780	780	780
Total	1,329,439	1,418,887	1,401,099	1,329,517	1,329,517	1,329,517
Less Revenues	(106,450)	(99,499)	(106,450)	(106,450)	(106,450)	(106,450)
Net Division Total	1,222,989	1,319,388	1,294,649	1,223,067	1,223,067	1,223,067

Island Services

Island Services is responsible for all Public Works functions including roads, fences, earthwork, solid waste collection and normal maintenance for four islands: Cliff, Little Diamond, Great Diamond, and Peaks Island. Island Services also serves Cushing Island in a limited capacity. Island Services responds to requests from all City divisions for boat transportation and assists the Fire Department on all Portland islands.

The FY21 Island expenditures increased \$1,475 or 0.2%. The small revenue reflected in this division represents scrap metal sales, an anticipated decrease of \$750 or 14.3%.

Division Summary

Department: Public Works

Division: Island Services

Account: 10031207

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	484,326	478,726	540,279	480,106	480,106	480,106
Benefits	5,520	2,320	5,295	5,295	5,295	5,295
Administrative Services	2,950	383	2,650	2,650	2,650	2,650
Contractual Services	140,700	142,826	140,900	138,900	138,900	138,900
Maintenance and Repairs	8,500	132	8,500	8,500	8,500	8,500
Rentals	0	10,688	7,520	7,020	7,020	7,020
Supplies	33,700	30,445	36,700	34,700	34,700	34,700
Utilities	12,140	8,250	12,140	12,140	12,140	12,140
Total	687,836	673,770	753,984	689,311	689,311	689,311
Less Revenues	(5,250)	(2,912)	(4,500)	(4,500)	(4,500)	(4,500)
Net Division Total	682,586	670,858	749,484	684,811	684,811	684,811

Traffic & Transportation

In the FY21 budget, the Transportation Operations budget under the Public Works Engineering & Transportation Division was split creating this new Traffic & Transportation Operations program under the Public Works Operations Division.

The Traffic & Transportation Operations program supports field operations, personnel, materials, systems maintenance and utility costs. Over \$400,000 is budgeted for annual electric utility costs for street lighting and traffic & pedestrian signals. This program is also responsible for the city's annual pavement marking as well as equipment, material & labor associated with regulatory and advisory traffic and parking signage throughout the city.

For comparative purposes, the FY21 budget includes the reduction of pavement markings from twice a year to one annual application, as well as a 0.4 FTE position reduction due to a delayed FY21 hire.

Division Summary

Department: Public Works **Division:** Traffic & Transportation **Account:** 10031208

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	0	0	554,745	517,354	517,354	517,354
Benefits	0	0	8,350	8,350	8,350	8,350
Administrative Services	0	0	9,265	3,765	3,765	3,765
Contractual Services	0	0	517,030	239,265	239,265	239,265
Maintenance and Repairs	0	0	67,675	67,675	67,675	67,675
Supplies	0	0	142,146	132,646	132,646	132,646
Minor Capital Items	0	0	16,500	0	0	0
Utilities	0	0	438,844	438,844	438,844	438,844
Capital Outlay	0	0	20,000	0	0	0
Total	0	0	1,774,555	1,407,899	1,407,899	1,407,899

Transportation Engineering

In FY21 the Transportation Operations budget under the Public Works Engineering & Transportation Division was split into two separate programs, Transportation Engineering as displayed here, and Traffic & Transportation Operations under the Public Works Operations Division.

Along with the Engineering division, the Transportation Engineering team provides civil engineering support to the Planning & Urban Development Department as well, supporting an increased volume of Locally Administered Projects funded by the Federal Highway Program thru PACTS and Maine DOT.

The FY21 Transportation Engineering budget changes include the reduction of three full-time positions. For comparative purposes, the Transportation Engineering program revenues increased \$76,133; the projected Street Occupancy permits rose 38.5% while CIP salary reimbursements are projected to decrease.

Division Summary

Department: Public Works **Division:** Transportation Engineering **Account:** 10031302

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,135,311	957,000	599,893	400,318	400,318	400,318
Benefits	15,110	9,500	5,160	3,640	3,640	3,640
Administrative Services	29,415	15,207	22,120	11,070	11,070	11,070
Contractual Services	523,030	813,390	14,500	12,750	12,750	12,750
Maintenance and Repairs	64,675	49,500	5,000	5,000	5,000	5,000
Rentals	0	356	0	0	0	0
Supplies	147,296	144,600	2,600	6,000	6,000	6,000
Minor Capital Items	15,000	15,000	0	0	0	0
Utilities	403,844	463,994	0	0	0	0
Total	2,333,681	2,468,547	649,273	438,778	438,778	438,778
Less Revenues	(984,064)	(1,059,227)	(930,412)	(1,040,447)	(1,040,447)	(1,040,447)
Net Division Total	1,349,617	1,409,320	(281,139)	(601,669)	(601,669)	(601,669)

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 & Urban Development Division with all land development proposal review and activities.

The FY21 expenditures have decreased \$59,727, or 4.7%. The FY21 expense changes consists primarily of wage decreases including the net reduction of one FTE due to the delayed mid-year hire of two positions. Revenues have increased \$38,372, or 4.3%, largely due to the projected salary reimbursements from the Street Opening and Enterprise Funds.

Division Summary

Department: Public Works

Division: Engineering

Account: 10031303

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,193,828	1,142,856	1,234,079	1,149,176	1,149,176	1,149,176
Benefits	3,980	3,460	3,300	3,300	3,300	3,300
Administrative Services	20,845	11,488	16,470	7,550	7,550	7,550
Contractual Services	28,148	8,575	35,900	29,748	29,748	29,748
Maintenance and Repairs	2,900	2,600	2,650	2,150	2,150	2,150
Rentals	1,560	1,838	1,560	1,560	1,560	1,560
Supplies	13,350	3,742	8,550	13,200	13,200	13,200
Utilities	1,992	192	192	192	192	192
Total	1,266,603	1,174,751	1,302,701	1,206,876	1,206,876	1,206,876
Less Revenues	(887,595)	(1,002,426)	(952,949)	(925,967)	(925,967)	(925,967)
Net Division Total	379,008	172,325	349,752	280,909	280,909	280,909

Fleet Services

The Fleet Services division purchases, repairs, and rebuilds the 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 city-wide.

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

The FY21 Fleet Services budget has decreased \$426,005, or 11.2%. The most notable budget changes include the projected decrease in vehicle fuel costs, a reduction in capital outlay requests, and a decrease in maintenance & repair costs. The budget also incorporates the reduction of one supervisor position. Revenues are anticipated to decrease \$21,100, or 9.4%, correlated largely to the lower fuel cost chargebacks to the Enterprise Funds.

Division Summary

Department: Public Works

Division: Fleet Services

Account: 10031400

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,519,543	1,445,540	1,589,618	1,496,719	1,496,719	1,496,719
Benefits	46,360	36,175	32,760	32,760	32,760	32,760
Administrative Services	10,972	9,469	9,272	6,772	6,772	6,772
Contractual Services	5,944	44,000	1,000	1,000	1,000	1,000
Maintenance and Repairs	1,340,200	1,435,241	1,283,500	1,269,500	1,269,500	1,269,500
Rentals	1,980	40,480	15,980	10,480	10,480	10,480
Supplies	807,000	732,298	912,712	563,918	563,918	563,918
Minor Capital Items	0	0	10,000	0	0	0
Utilities	1,155	1,310	0	0	0	0
Capital Outlay	74,000	11,798	35,000	0	0	0
Total	3,807,154	3,756,311	3,889,842	3,381,149	3,381,149	3,381,149
Less Revenues	(225,445)	(287,435)	(230,731)	(204,345)	(204,345)	(204,345)
Net Division Total	3,581,709	3,468,876	3,659,111	3,176,804	3,176,804	3,176,804

Parks, Recreation & Facilities

The Parks, Recreation and Facilities Department consists of three major divisions: Parks, Recreation, and Public Assemblies. The Parks division oversees parks, open spaces, trails, community gardens, playgrounds, courts, fountains, forestry and horticulture, athletic fields and cemeteries. The Recreation division manages four community centers, senior adult programming, three pools, therapeutic recreation, general community recreation programs, Riverside Golf Course and Restaurant, and the Troubh Ice Arena. The Public Assemblies division is responsible for the scheduling and management of Merrill Auditorium, Hadlock Stadium, Portland Exposition Building, Ocean Gateway, and the Maine State Pier, including the management of the City's concessions and custodial services.

The FY21 department's expenditures have decreased \$2,192,724, or 19.0%. The department operations have been substantially impacted by the pandemic since the onset in March of 2020 due to the state and federal restrictions on bringing people together. As a result, there are significant decreases in personnel and program supplies which includes the reduction of 25.3 FTE staff positions. Revenues have also decreased \$1,988,754, or 25.4%. While it is still unknown when all the traditional activities will be able to resume, the City is hopeful and ready to restore services, bringing back all programming to the community when it can safely be done.

Department Summary

Department: Parks, Recreation & Facilities

Account: 100-33

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		8,550,438	8,165,022	9,073,528	6,739,196	6,739,196	6,796,251
Benefits		91,529	99,586	77,989	74,489	74,489	74,489
Administrative Services		67,105	63,453	70,146	50,659	50,659	50,659
Contractual Services		663,102	681,404	679,077	460,435	460,435	460,435
Maintenance and Repair		158,065	158,950	161,165	143,089	143,089	143,089
Rentals		273,501	269,418	278,469	215,922	215,922	272,502
Supplies		1,189,540	1,184,818	1,198,537	1,002,124	1,002,124	1,002,124
Minor Capital Items		40,120	39,952	23,500	90,480	90,480	90,480
Utilities		456,597	446,791	459,575	424,440	424,440	424,440
Capital Outlay		27,196	22,196	10,000	10,000	10,000	10,000
Total		11,517,193	11,131,590	12,031,986	9,210,834	9,210,834	9,324,469
Summary by Division							
Parks, Rec & Fac Administration	(33-100)	639,408	643,173	653,607	483,407	483,407	483,407
Parks	(33-202)	1,129,821	1,010,796	1,183,398	847,077	847,077	847,077
Forestry	(33-203)	710,847	655,010	726,569	727,060	727,060	727,060
Athletic Facilities	(33-204)	811,667	797,377	880,650	799,187	799,187	912,822
Cemeteries	(33-205)	827,545	795,223	876,071	784,163	784,163	784,163
Recreation	(33-302)	1,901,439	1,852,556	1,941,109	1,425,500	1,425,500	1,425,500
Aquatics	(33-303)	639,302	603,685	643,325	470,351	470,351	470,351
Riverside Golf Course	(33-304)	1,100,519	1,110,176	1,112,465	991,379	991,379	991,379
Golf Course Restaurant	(33-305)	540,787	519,846	536,123	227,699	227,699	227,699
Ice Arena	(33-306)	595,229	604,400	606,213	551,074	551,074	551,074
Public Assembly Facility (PAF)	(33-401)	1,061,236	1,078,831	1,082,228	610,039	610,039	610,039
Concessions	(33-402)	418,426	422,585	639,765	369,979	369,979	369,979
Custodial Services	(33-404)	958,378	849,607	963,958	814,505	814,505	814,505
Merrill Auditorium	(33-405)	182,589	188,325	186,505	109,414	109,414	109,414
Total		11,517,193	11,131,590	12,031,986	9,210,834	9,210,834	9,324,469
Less Revenues		(7,817,734)	(5,299,025)	(8,258,743)	(5,828,980)	(5,828,980)	(5,828,980)
Net Department Total		3,699,459	5,832,565	3,773,243	3,381,854	3,381,854	3,495,489

Parks, Recreation & Facilities Administration

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

The FY21 budget decrease of \$156,001, or 24.4%, is primarily due to the elimination of the Deputy Director of Parks, Recreation and Facilities position.

Division Summary

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

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	608,437	612,564	625,694	454,796	454,796	454,796
Benefits	1,560	1,560	1,560	600	600	600
Administrative Services	12,145	12,123	12,170	11,368	11,368	11,368
Contractual Services	11,526	10,542	7,963	10,423	10,423	10,423
Rentals	2,040	2,520	2,520	2,520	2,520	2,520
Supplies	3,700	3,864	3,700	3,700	3,700	3,700
Total	639,408	643,173	653,607	483,407	483,407	483,407

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, and dozens of athletic fields and courts all spread across 1,288 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 Park 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, three maintained ice-skating ponds, a sledding hill, and miles of groomed cross-country ski tracks.

The Parks program expenditures, a program of the Parks division, decreased \$282,744, or 25.0%. The FY21 budget incorporates a significant decrease in salaries, a net reduction of 4.5 FTEs with the addition of a full-time Park Ranger, and a reduction in community garden funding. Revenues are anticipated to increase \$70,955 or 78.2%; the addition of Keep Maine Healthy Grant revenue is helping to offset the additional costs Parks is incurring due to the Coronavirus pandemic.

Division Summary

Department: Parks, Recreation & Facilities

Division: Parks

Account: 10033202

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	865,488	759,782	917,787	613,096	613,096	613,096
Benefits	15,870	13,424	12,680	13,180	13,180	13,180
Administrative Services	1,800	1,799	2,025	2,025	2,025	2,025
Contractual Services	65,700	65,506	66,700	46,700	46,700	46,700
Rentals	28,782	21,548	29,280	24,000	24,000	24,000
Supplies	72,948	70,481	74,350	70,000	70,000	70,000
Minor Capital Items	10,000	9,939	10,000	7,500	7,500	7,500
Utilities	69,233	68,317	70,576	70,576	70,576	70,576
Total	1,129,821	1,010,796	1,183,398	847,077	847,077	847,077
Less Revenues	(90,725)	(77,084)	(109,180)	(161,680)	(161,680)	(161,680)
Net Division Total	1,039,096	933,712	1,074,218	685,397	685,397	685,397

Forestry

The Forestry / Horticulture section 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 is performed as necessary, and Forestry employees are on-call 24 hours a day to respond to emergencies such as fallen limbs blocking streets.

Forestry / Horticulture 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. Furthermore, the Forestry staff helps to maintain the City's status as a "Tree City USA", an award Portland has received since 1978.

The Horticulture crew creates and maintains beautiful display gardens including our Deering Oaks rose garden and downtown planters.

The FY21 Forestry expenditures increased \$16,213, or 2.3%, largely attributed to the additional expenses from the Keep Maine Healthy Grant, fully offset by additional revenue.

Division Summary

Department: Parks, Recreation & Facilities

Division: Forestry

Account: 10033203

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	572,902	514,607	594,624	582,615	582,615	582,615
Benefits	10,800	9,312	9,375	9,375	9,375	9,375
Administrative Services	5,505	3,517	5,505	5,505	5,505	5,505
Contractual Services	66,300	74,992	68,300	68,300	68,300	68,300
Maintenance and Repairs	1,700	1,431	1,700	1,700	1,700	1,700
Supplies	53,640	51,151	47,065	59,565	59,565	59,565
Total	710,847	655,010	726,569	727,060	727,060	727,060
Less Revenues	(14,850)	(9,900)	(9,900)	(34,900)	(34,900)	(34,900)
Net Division Total	695,997	645,110	716,669	692,160	692,160	692,160

Athletic Facilities

The Athletic Facilities section, overseen by the Parks division, 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 FY21 budget has an increase of \$101,155, or 12.5%, and includes a net increase of a half-time position. This budget continues the implementation of the city's pesticide ordinance and adds funding for extra porta-potties. Revenues are projected to decrease \$102,635, or 29.4%.

Division Summary

Department: Parks, Recreation & Facilities

Division: Athletic Facilities

Account: 10033204

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	565,510	550,010	635,558	560,095	560,095	617,150
Benefits	10,295	10,075	8,520	8,520	8,520	8,520
Administrative Services	3,700	3,687	3,700	3,700	3,700	3,700
Contractual Services	24,050	23,867	24,050	25,550	25,550	25,550
Maintenance and Repairs	13,750	13,536	13,750	13,750	13,750	13,750
Rentals	33,362	33,117	33,372	33,372	33,372	89,952
Supplies	94,500	96,295	95,200	95,200	95,200	95,200
Minor Capital Items	7,500	7,790	7,500	0	0	0
Utilities	59,000	59,000	59,000	59,000	59,000	59,000
Total	811,667	797,377	880,650	799,187	799,187	912,822
Less Revenues	(348,517)	(270,227)	(346,365)	(245,882)	(245,882)	(245,882)
Net Division Total	463,150	527,150	534,285	553,305	553,305	666,940

Cemeteries

Cemeteries 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 thirteen 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 public parks. 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, this 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 \$43,382, or 5.2%, primarily due to reductions in the temporary help and contractual services lines. Revenues are anticipated to increase \$127,135, or 22.5%, due to an overall increase in cemetery fees.

Division Summary

Department: Parks, Recreation & Facilities

Division: Cemeteries

Account: 10033205

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	655,762	626,839	702,856	643,704	643,704	643,704
Benefits	8,249	6,638	5,974	5,974	5,974	5,974
Administrative Services	1,750	1,117	1,880	1,230	1,230	1,230
Contractual Services	42,937	49,967	41,122	26,622	26,622	26,622
Maintenance and Repairs	35,575	35,103	40,575	26,269	26,269	26,269
Rentals	8,100	6,534	7,350	7,350	7,350	7,350
Supplies	53,208	53,150	53,350	53,350	53,350	53,350
Minor Capital Items	0	0	6,000	2,700	2,700	2,700
Utilities	6,964	5,875	6,964	6,964	6,964	6,964
Capital Outlay	15,000	10,000	10,000	10,000	10,000	10,000
Total	827,545	795,223	876,071	784,163	784,163	784,163
Less Revenues	(564,099)	(563,215)	(659,203)	(691,234)	(691,234)	(691,234)
Net Division Total	263,446	232,008	216,868	92,929	92,929	92,929

Recreation

Recreation 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. Recreation offers before-and-after school programming, known as the Before and After the Bell Program, at all elementary schools as well as summer camp programs. While the City's traditional recreation programs may not look the same this year, the core programs have been modified to meet current safety standards as well as the needs of the community.

In the FY21 budget, the division was forced to make the difficult decision to temporarily cut the popular Senior Adults program; with the Coronavirus pandemic, the determination was made that this program could not safely be operated. The Senior Adults program will be restarted when groups can safely gather again.

The FY21 expenditures budget has decreased \$475,939, or 25.0%, due to the temporary program reductions in a variety of line items, including a decrease in personnel costs and a reduction of 6.8 FTEs. Revenues are also expected to decrease \$658,643, or 36.3%.

Division Summary

Department: Parks, Recreation & Facilities

Division: Recreation

Account: 10033302

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,533,977	1,484,634	1,569,054	1,239,898	1,239,898	1,239,898
Benefits	14,190	13,194	14,190	12,830	12,830	12,830
Administrative Services	22,110	20,783	22,200	11,460	11,460	11,460
Contractual Services	211,350	214,706	225,000	110,420	110,420	110,420
Rentals	51,160	55,461	53,160	4,160	4,160	4,160
Supplies	64,812	63,060	53,665	42,892	42,892	42,892
Utilities	3,840	718	3,840	3,840	3,840	3,840
Total	1,901,439	1,852,556	1,941,109	1,425,500	1,425,500	1,425,500
Less Revenues	(1,814,160)	(1,173,018)	(2,000,660)	(1,155,517)	(1,155,517)	(1,155,517)
Net Division Total	87,279	679,538	(59,551)	269,983	269,983	269,983

Aquatics

Aquatics 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 pre-pandemic, the Aquatics division traditionally 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 FY21 expenditure budget has decreased \$168,951, or 26.4%. Budget changes include reduced personnel costs, including 2.6 FTE position reductions, as well as decreases in various other program related lines. Likewise, program revenues are estimated to fall \$165,162, or 38.7%.

Division Summary

Department: Parks, Recreation & Facilities

Division: Aquatics

Account: 10033303

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	528,337	500,824	538,919	388,910	388,910	388,910
Benefits	3,630	3,360	3,510	2,200	2,200	2,200
Administrative Services	2,785	3,268	2,946	2,191	2,191	2,191
Contractual Services	37,200	31,900	33,800	31,600	31,600	31,600
Maintenance and Repairs	2,100	2,078	2,100	1,700	1,700	1,700
Rentals	500	500	500	0	0	0
Supplies	42,400	39,025	38,200	27,900	27,900	27,900
Utilities	22,350	22,730	23,350	15,850	15,850	15,850
Total	639,302	603,685	643,325	470,351	470,351	470,351
Less Revenues	(427,226)	(303,993)	(426,823)	(262,064)	(262,064)	(262,064)
Net Division Total	212,076	299,692	216,502	208,287	208,287	208,287

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. Riverside is also home to several golf tournament events each year.

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.

FY21 expenditures decreased \$109,140, or 9.9%, mainly due to personnel cost reductions, including the reduction of two FTE positions. Revenues are projected to decrease \$196,422, or 15.5%, in response to the pandemic environment.

Division Summary

Department: Parks, Recreation & Facilities

Division: Riverside Golf Course

Account: 10033304

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	582,817	582,512	604,071	488,511	488,511	488,511
Benefits	5,690	15,306	5,690	5,060	5,060	5,060
Administrative Services	2,545	2,545	3,745	3,145	3,145	3,145
Contractual Services	49,524	49,524	47,666	48,580	48,580	48,580
Maintenance and Repairs	46,500	48,650	41,500	42,500	42,500	42,500
Rentals	135,305	135,305	135,305	134,345	134,345	134,345
Supplies	201,278	199,474	197,628	192,378	192,378	192,378
Utilities	76,860	76,860	76,860	76,860	76,860	76,860
Total	1,100,519	1,110,176	1,112,465	991,379	991,379	991,379
Less Revenues	(1,271,147)	(665,687)	(1,284,243)	(1,074,725)	(1,074,725)	(1,074,725)
Net Division Total	(170,628)	444,489	(171,778)	(83,346)	(83,346)	(83,346)

Golf Course Restaurant

The Riverside Grill restaurant, located at the Riverside Golf Course, had been overseen in-house by the Golf Course staff since May 2014. Due to the pandemic the restaurant remains closed for the 2020 season, however, the restaurant is providing a golfers' beverage / food cart option. This year, restaurant operations will conclude at the end of the 2020 season with a reopening date yet to be determined.

FY21 budget expenditures are expected to decrease \$313,088, or 57.9%, due to the winter closing date and Covid restrictions. Revenues are expected to decrease \$348,500, or 64.4%, due to the reduced schedule.

Division Summary

Department: Parks, Recreation & Facilities

Division: Golf Course Restaurant

Account: 10033305

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	244,210	226,046	241,316	110,118	110,118	110,118
Administrative Services	3,715	3,565	3,595	0	0	0
Contractual Services	28,682	28,682	28,682	7,826	7,826	7,826
Maintenance and Repairs	4,540	4,540	4,540	1,770	1,770	1,770
Rentals	8,440	8,440	9,390	7,935	7,935	7,935
Supplies	239,200	237,200	237,200	91,050	91,050	91,050
Utilities	12,000	11,373	11,400	9,000	9,000	9,000
Total	540,787	519,846	536,123	227,699	227,699	227,699
Less Revenues	(541,000)	(335,751)	(530,500)	(192,500)	(192,500)	(192,500)
Net Division Total	(213)	184,095	5,623	35,199	35,199	35,199

Ice Arena

The Ice Arena is named in honor of the late William B. Troubh; William B. Troubh 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 FY21 expenditure budget is decreasing \$44,155, or 7.4%, attributed largely to the reduction in the payroll and utility lines. Revenues are projected to decrease \$68,565, or 10.7%, due to the state's coronavirus pandemic limitations on group sizes for classes and events. At the time of the FY21 budget preparation, little was known on the future state of the social gathering restrictions; the Ice Arena remained closed during the summer of 2020 and has reopened in September 2020 for private lessons at minimal capacity.

Division Summary

Department: Parks, Recreation & Facilities

Division: Ice Arena

Account: 10033306

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	312,142	327,142	320,941	287,889	287,889	287,889
Benefits	1,560	1,499	1,560	4,560	4,560	4,560
Administrative Services	895	845	895	895	895	895
Contractual Services	16,070	15,712	16,240	14,240	14,240	14,240
Maintenance and Repairs	28,200	27,984	28,200	28,200	28,200	28,200
Rentals	1,812	2,070	2,592	2,240	2,240	2,240
Supplies	29,800	28,771	29,800	32,300	32,300	32,300
Utilities	204,750	200,377	205,985	180,750	180,750	180,750
Total	595,229	604,400	606,213	551,074	551,074	551,074
Less Revenues	(642,660)	(506,726)	(642,335)	(574,095)	(574,095)	(574,095)
Net Division Total	(47,431)	97,674	(36,122)	(23,021)	(23,021)	(23,021)

Public Assembly Facility (PAF)

Public Assemblies Administration supervises the general management, marketing, booking, event coordination and other miscellaneous staffing and operational needs of the department's Facilities division functions. Maine State Pier, Ocean Gateway and Permitted Events also fall under the Public Assembly Facilities division. The Maine State Pier and Ocean Gateway traditionally hosts over 150 annual 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 outdoor events traditionally take place within the City including road races, block parties, farmer's markets, Art Walks, and rallies.

The performing arts and sports industries have been profoundly impacted by the Coronavirus pandemic. The Public Assemblies division is driven by these industries and thus has also been significantly impacted by event cancellations and disruptions due to capacity limitations.

The FY21 expenditure budget is projected to decrease \$451,197, or 42.5%. This is due to the reduction of personnel costs, including the reduction of 8.3 FTE positions, as well as the reduction in event related costs. Revenues are also expected to decrease \$104,980, or 13.1%. While outdoor events and small gatherings are flourishing, the larger more attended events are currently decreasing.

Division Summary

Department: Parks, Recreation & Facilities

Division: Public Assembly Facility (PAF)

Account: 10033401

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	936,936	946,477	976,503	440,084	440,084	440,084
Benefits	3,240	3,198	3,240	2,790	2,790	2,790
Administrative Services	7,290	7,344	7,415	6,025	6,025	6,025
Contractual Services	66,250	69,277	69,170	33,820	33,820	33,820
Maintenance and Repairs	1,200	1,200	1,200	600	600	600
Rentals	3,000	2,923	4,000	0	0	0
Supplies	19,900	25,310	19,900	45,640	45,640	45,640
Minor Capital Items	22,620	22,223	0	80,280	80,280	80,280
Utilities	800	879	800	800	800	800
Total	1,061,236	1,078,831	1,082,228	610,039	610,039	610,039
Less Revenues	(803,650)	(597,489)	(790,385)	(698,670)	(698,670)	(698,670)
Net Division Total	257,586	481,342	291,843	(88,631)	(88,631)	(88,631)

Concessions

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

Concessions, as of February 2020, also oversees the management of the Clock Tower Café in City Hall previously managed by the Barron Center; FY21 is the first year all expenses and revenues are located within this program.

The FY21 expenditures decreased \$48,447, or 11.6%, primarily attributed to a reduction in payroll due to the closure of all performing arts and sports venues for events. Revenues are expected to decrease \$31,367, or 6.6%.

Division Summary

Department: Parks, Recreation & Facilities

Division: Concessions

Account: 10033402

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	199,561	198,906	366,365	146,684	146,684	146,684
Benefits	1,560	1,550	3,120	1,580	1,580	1,580
Administrative Services	2,865	2,860	4,070	3,115	3,115	3,115
Contractual Services	13,890	15,890	20,560	15,280	15,280	15,280
Maintenance and Repairs	5,500	5,429	7,600	7,600	7,600	7,600
Supplies	194,250	197,288	237,250	194,920	194,920	194,920
Utilities	800	662	800	800	800	800
Total	418,426	422,585	639,765	369,979	369,979	369,979
Less Revenues	(473,000)	(396,798)	(705,370)	(441,633)	(441,633)	(441,633)
Net Division Total	(54,574)	25,787	(65,605)	(71,654)	(71,654)	(71,654)

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 FY21 expenditures have decreased \$143,873, or 15.0%. This budget includes a large reduction in temporary personnel costs as well as a reduction in cleaning supply costs.

Division Summary

Department: Parks, Recreation & Facilities

Division: Custodial Services

Account: 10033404

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	803,570	693,329	838,255	708,552	708,552	708,552
Benefits	14,405	19,990	8,090	7,340	7,340	7,340
Contractual Services	15,303	11,344	12,384	12,384	12,384	12,384
Maintenance and Repairs	2,000	1,999	3,000	2,000	2,000	2,000
Supplies	110,904	110,749	102,229	84,229	84,229	84,229
Capital Outlay	12,196	12,196	0	0	0	0
Total	958,378	849,607	963,958	814,505	814,505	814,505

Merrill Auditorium

This division program 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 Kotzschmar Organ. The theater hosts a variety of performances each year including symphonies, Broadway performances, concerts, comedians, graduations and holiday programming. Merrill Auditorium traditionally hosts approximately 125 annual events with over 148,000 patrons in attendance.

Merrill Auditorium is one of the hardest hit divisions by the ongoing Coronavirus pandemic. The performing arts industry has severe restrictions on attendance levels as well as performance staffing levels. Due to the safety restrictions that are in place, most performing arts venues including Merrill Auditorium, are operating on a virtual basis; our prime tenants are streaming shows on virtual platforms for their patrons' entertainment.

The FY21 expenditure budget has decreased \$73,175, or 40.1%, mostly due to the reduction in personnel costs consisting of a reduction of a 0.6 FTE position. Revenues are also expected to decrease \$530,620, or 64.2%.

Division Summary

Department: Parks, Recreation & Facilities

Division: Merrill Auditorium

Account: 10033405

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	140,789	141,350	141,585	74,244	74,244	74,244
Benefits	480	480	480	480	480	480
Contractual Services	14,320	19,495	17,440	8,690	8,690	8,690
Maintenance and Repairs	17,000	17,000	17,000	17,000	17,000	17,000
Rentals	1,000	1,000	1,000	0	0	0
Supplies	9,000	9,000	9,000	9,000	9,000	9,000
Total	182,589	188,325	186,505	109,414	109,414	109,414
Less Revenues	(826,700)	(399,137)	(753,779)	(296,080)	(296,080)	(296,080)
Net Division Total	(644,111)	(210,812)	(567,274)	(186,666)	(186,666)	(186,666)

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, including 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.

FY21 Department expenditures have remained virtually flat, decreasing \$1,157 or 0.0%. This budget incorporates solar panels at the Ocean Avenue landfill, trail and seawall repairs, and ADA Upgrades at the Cummings Center for public restroom use. Other budget item changes include the renovation of the Purchasing office, new proximity card building access, and boom lift replacement. Contractual and temporary services expenditures relating to the cruise ship operations have been reduced.

The department's revenue decrease of \$1,930,093, or 54.4%, is directly related to the pandemic's US water "No Sail" order affecting the Waterfront's division cruise ship operations. City staff continues to work closely with State and Canada NE Partners preparing for a safe return of service for arriving guests.

Department Summary

Department: Public Buildings & Waterfront

Account: 100-35

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		1,450,431	1,437,509	1,549,628	1,358,581	1,358,581	1,358,581
Benefits		25,418	25,118	21,024	17,624	17,624	17,624
Administrative Services		42,580	39,154	34,070	31,090	31,090	31,090
Contractual Services		435,345	418,270	447,397	238,797	238,797	238,797
Maintenance and Repair		1,090,266	1,152,212	1,214,504	1,197,504	1,197,504	1,197,504
Rentals		31,660	23,357	10,200	10,404	10,404	10,404
Supplies		430,200	425,829	430,200	428,300	428,300	428,300
Minor Capital Items		60,000	60,000	250,000	0	0	0
Utilities		1,469,441	1,345,589	1,481,884	1,651,884	1,651,884	1,651,884
Capital Outlay		45,000	53,530	145,000	145,000	145,000	145,000
Total		5,080,341	4,980,568	5,583,907	5,079,184	5,079,184	5,079,184
Summary by Division							
Public Buildings Administration	(35-100)	387,731	382,856	408,301	392,355	392,355	392,355
Trades	(35-101)	736,916	731,062	775,598	605,385	605,385	605,385
School HVAC	(35-102)	518,442	487,219	560,847	545,883	545,883	545,883
Public Safety Buildings	(35-201)	317,700	272,160	298,405	298,405	298,405	298,405
City Hall	(35-202)	392,450	425,450	404,450	562,250	562,250	562,250
Merrill (PB)	(35-203)	173,550	173,550	170,555	170,555	170,555	170,555
Hadlock Stadium	(35-204)	322,076	301,845	323,945	323,945	323,945	323,945
Exposition Building	(35-205)	208,600	217,200	254,100	254,100	254,100	254,100
Canco Road	(35-206)	434,250	418,400	416,850	416,850	416,850	416,850
Other Public Buildings	(35-210)	270,857	260,368	275,271	275,271	275,271	275,271
Waterfront Maintenance	(35-300)	1,317,769	1,310,458	1,695,585	1,234,185	1,234,185	1,234,185
Total		5,080,341	4,980,568	5,583,907	5,079,184	5,079,184	5,079,184
Less Revenues		(3,550,966)	(3,279,129)	(3,584,308)	(1,620,873)	(1,620,873)	(1,620,873)
Net Department Total		1,529,375	1,701,439	1,999,599	3,458,311	3,458,311	3,458,311

Public Buidlings & 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 FY21 budget increase is \$4,624 or 1.2%, predominantly due to salary increases; wages incorporate a personnel furlough reduction during the pandemic.

Division Summary

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

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	370,481	368,981	390,181	379,681	379,681	379,681
Benefits	3,320	2,820	3,320	3,320	3,320	3,320
Administrative Services	4,950	3,394	5,100	2,850	2,850	2,850
Contractual Services	2,000	1,000	2,000	500	500	500
Rentals	2,580	3,277	3,300	3,504	3,504	3,504
Supplies	4,400	3,384	4,400	2,500	2,500	2,500
Total	387,731	382,856	408,301	392,355	392,355	392,355

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 FY21 expenditures decreased \$131,531, or 17.8%, primarily due to salary reductions. This budget includes a net reduction of 2.0 FTE positions as well as a furlough adjustment reduction. The program's primary revenue relates to the reimbursement of services performed for the Fish Pier enterprise fund.

Division Summary

Department: Public Buildings & Waterfront

Division: Trades

Account: 10035101

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	703,346	699,502	746,578	580,995	580,995	580,995
Benefits	14,500	14,700	11,600	8,200	8,200	8,200
Administrative Services	9,070	7,200	7,420	6,690	6,690	6,690
Contractual Services	500	160	500	0	0	0
Supplies	9,500	9,500	9,500	9,500	9,500	9,500
Total	736,916	731,062	775,598	605,385	605,385	605,385
Less Revenues	(25,000)	(25,150)	(25,000)	(25,000)	(25,000)	(25,000)
Net Division Total	711,916	705,912	750,598	580,385	580,385	580,385

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 FY21 School HVAC expenditure budget increased by \$27,441, or 5.3%, and overall should reflect a net zero budget with an equaling revenue offset. The FY21 budget includes the capital purchase of a replacement van.

Division Summary

Department: Public Buildings & Waterfront

Division: School HVAC

Account: 10035102

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	122,519	109,350	143,628	128,664	128,664	128,664
Benefits	2,724	2,724	2,030	2,030	2,030	2,030
Administrative Services	6,260	6,260	3,250	3,250	3,250	3,250
Contractual Services	12,600	12,600	12,600	12,600	12,600	12,600
Maintenance and Repairs	214,339	196,285	214,339	214,339	214,339	214,339
Supplies	160,000	160,000	160,000	160,000	160,000	160,000
Capital Outlay	0	0	25,000	25,000	25,000	25,000
Total	518,442	487,219	560,847	545,883	545,883	545,883
Less Revenues	(518,442)	(487,219)	(560,847)	(560,847)	(560,847)	(560,847)
Net Division Total	0	0	0	(14,964)	(14,964)	(14,964)

Public Safety Buildings

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

The FY21 Public Safety expenditures decreased \$19,295, or 6.1%, and is attributed to the FY20 budget inclusion of HVAC enhancements at the Public Safety building.

Division Summary

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

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Contractual Services	6,700	5,515	5,900	5,900	5,900	5,900
Maintenance and Repairs	83,000	83,000	64,505	64,505	64,505	64,505
Supplies	24,500	21,145	24,500	24,500	24,500	24,500
Utilities	203,500	162,500	203,500	203,500	203,500	203,500
Total	317,700	272,160	298,405	298,405	298,405	298,405

City Hall

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

The FY21 City Hall expenditures increased \$169,800, or 43.3%. This budget includes solar panel funds at the Ocean Avenue landfill.

Division Summary

Department: Public Buildings & Waterfront

Division: City Hall

Account: 10035202

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Contractual Services	3,950	3,950	3,950	8,750	8,750	8,750
Maintenance and Repairs	137,500	167,500	154,500	137,500	137,500	137,500
Rentals	10,000	10,000	0	0	0	0
Supplies	48,000	48,000	48,000	48,000	48,000	48,000
Utilities	193,000	196,000	198,000	368,000	368,000	368,000
Total	392,450	425,450	404,450	562,250	562,250	562,250

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 FY21 expenditures decreased \$2,995, or 1.7%.

Division Summary

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

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Contractual Services	4,350	4,350	2,050	2,050	2,050	2,050
Maintenance and Repairs	75,200	75,200	74,505	74,505	74,505	74,505
Supplies	14,000	14,000	14,000	14,000	14,000	14,000
Utilities	80,000	80,000	80,000	80,000	80,000	80,000
Total	173,550	173,550	170,555	170,555	170,555	170,555

Hadlock Stadium

This program includes all the expenses for maintaining Hadlock Stadium, a 7,400-seat baseball stadium which was opened in 1994. Hadlock Stadium is home to the Portland Seadogs, an AA affiliate of the Boston Red Sox.

The FY21 budget increase is minimal, \$1,869, or 0.6%. The program revenue reflects stadium rental and reimbursement of utility costs, up \$11,469 or 3.4%.

Division Summary

Department: Public Buildings & Waterfront

Division: Hadlock Stadium

Account: 10035204

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Contractual Services	4,925	4,925	4,325	4,325	4,325	4,325
Maintenance and Repairs	70,120	70,120	70,120	70,120	70,120	70,120
Rentals	9,000	0	0	0	0	0
Supplies	31,500	31,500	31,500	31,500	31,500	31,500
Utilities	186,531	180,500	198,000	198,000	198,000	198,000
Capital Outlay	20,000	14,800	20,000	20,000	20,000	20,000
Total	322,076	301,845	323,945	323,945	323,945	323,945
Less Revenues	(336,531)	(315,531)	(348,000)	(348,000)	(348,000)	(348,000)
Net Division Total	(14,455)	(13,686)	(24,055)	(24,055)	(24,055)	(24,055)

Exposition Building

The Portland Exposition Building includes the expenses for maintaining this building. The Portland Expo is home to Portland High School (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.

The Expo's expenditures have increased \$45,500, or 21.8%. This budget includes monies for ADA improvements and a boom lift capital equipment purchase.

Division Summary

Department: Public Buildings & Waterfront

Division: Exposition Building

Account: 10035205

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Contractual Services	4,920	4,920	4,920	4,920	4,920	4,920
Maintenance and Repairs	39,580	39,580	60,080	60,080	60,080	60,080
Supplies	21,000	21,000	21,000	21,000	21,000	21,000
Utilities	143,100	137,700	143,100	143,100	143,100	143,100
Capital Outlay	0	14,000	25,000	25,000	25,000	25,000
Total	208,600	217,200	254,100	254,100	254,100	254,100

Canco Road

The Canco Road Buildings includes the properties at 212 Canco Road and 250 Canco Road. 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.

The FY21 expenditures are down \$17,400, or 4.0%, largely due to the budgeted decrease in utility costs.

Division Summary

Department: Public Buildings & Waterfront

Division: Canco Road

Account: 10035206

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Contractual Services	19,550	15,000	9,450	9,450	9,450	9,450
Maintenance and Repairs	197,000	197,000	207,000	207,000	207,000	207,000
Supplies	30,000	30,000	30,000	30,000	30,000	30,000
Utilities	187,700	176,400	170,400	170,400	170,400	170,400
Total	434,250	418,400	416,850	416,850	416,850	416,850

Other Public Buildings

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

The FY21 Other Public Buildings division expenditures increased \$4,414, or 1.6%. The FY21 expenditure budget changes include the Cummings Center ADA restroom improvements; the FY20 budget included the Evergreen Cemeteries ADA ramp improvement project.

Division Summary

Department: Public Buildings & Waterfront

Division: Other Public Buildings

Account: 10035210

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	0	(489)	0	0	0	0
Contractual Services	10,032	10,032	11,532	11,532	11,532	11,532
Maintenance and Repairs	59,855	59,855	59,855	59,855	59,855	59,855
Supplies	40,500	40,500	40,500	40,500	40,500	40,500
Minor Capital Items	60,000	60,000	0	0	0	0
Utilities	100,470	90,470	113,384	113,384	113,384	113,384
Capital Outlay	0	0	50,000	50,000	50,000	50,000
Total	270,857	260,368	275,271	275,271	275,271	275,271

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.

FY21 expenditures are decreasing by \$83,584, or 6.3%. Budget changes include expense reductions in various cruise ship operating lines, predominately in contractual and temporary services, including the 0.5 FTE Director of Cruise Ship Marketing contracted position. The FY21 budget contains funds for trail and seawall repair as well a divisional increase in temporary help for the parking lot oversight previously budgeted in PAF Administration. The coronavirus No Sail Order suspended the cruise ship operations affecting the entire 2020 cruise ship season in Portland. The FY21 Waterfront division revenue is decreasing \$1,983,967, or 74.3%.

Division Summary

Department: Public Buildings & Waterfront

Division: Waterfront Maintenance

Account: 10035300

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	254,085	260,165	269,241	269,241	269,241	269,241
Benefits	4,874	4,874	4,074	4,074	4,074	4,074
Administrative Services	22,300	22,300	18,300	18,300	18,300	18,300
Contractual Services	365,818	355,818	390,170	178,770	178,770	178,770
Maintenance and Repairs	213,672	263,672	309,600	309,600	309,600	309,600
Rentals	10,080	10,080	6,900	6,900	6,900	6,900
Supplies	46,800	46,800	46,800	46,800	46,800	46,800
Minor Capital Items	0	0	250,000	0	0	0
Utilities	375,140	322,019	375,500	375,500	375,500	375,500
Capital Outlay	25,000	24,730	25,000	25,000	25,000	25,000
Total	1,317,769	1,310,458	1,695,585	1,234,185	1,234,185	1,234,185
Less Revenues	(2,670,993)	(2,451,229)	(2,650,461)	(687,026)	(687,026)	(687,026)
Net Division Total	(1,353,224)	(1,140,771)	(954,876)	547,159	547,159	547,159

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, and administrative support staff.

FY21 HHS Administration expenditures have decreased \$8,111, or 2.4%, largely due to a slight decrease in payroll and a reduction in the travel and training line.

Department Summary

Department: HHS Administration

Account: 100-44-100

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	326,696	299,196	399,433	322,335	322,335	322,335
Benefits	1,980	1,730	1,980	1,980	1,980	1,980
Administrative Services	3,600	3,600	4,600	600	600	600
Contractual Services	1,500	1,050	750	750	750	750
Supplies	3,500	3,500	3,500	3,500	3,500	3,500
Total	337,276	309,076	410,263	329,165	329,165	329,165

HHS 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

FY21 Public Health expenditures rose \$123,272, or 5.9%, due to additional funding opportunities. This budget includes an additional four full-time positions and increased temporary help monies for interpreter services. Public Health revenues increased \$684,681, or 60.4%.

Department Summary

Department: HHS Public Health

Account: 100-44-200

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		1,758,324	1,751,643	1,966,509	1,956,944	1,956,944	1,956,944
Benefits		3,900	3,200	3,484	3,484	3,484	3,484
Administrative Services		33,017	30,517	23,517	17,817	17,817	17,817
Client Expenses		16,000	16,000	1,000	1,000	1,000	1,000
Contractual Services		139,836	155,719	17,900	94,496	94,496	94,496
Maintenance and Repair		2,700	2,700	1,500	2,700	2,700	2,700
Rentals		70,981	70,981	17,560	72,839	72,839	72,839
Supplies		54,850	55,100	28,700	53,600	53,600	53,600
Utilities		13,920	13,920	3,096	13,920	13,920	13,920
Total		2,093,528	2,099,780	2,063,266	2,216,800	2,216,800	2,216,800
Summary by Division							
Public Health Administration	(41-201)	290,519	237,936	206,310	294,166	294,166	294,166
Family Health	(41-202)	137,155	144,441	139,239	135,440	135,440	135,440
Chronic Disease Prevention	(41-203)	685,533	756,867	834,260	821,110	821,110	821,110
Health Equity	(41-204)	167,341	163,028	212,132	208,917	208,917	208,917
India Street Clinic	(41-205)	738,049	725,038	596,607	702,018	702,018	702,018
Research & Evaluation	(41-206)	74,931	72,470	74,718	55,149	55,149	55,149
Total		2,093,528	2,099,780	2,063,266	2,216,800	2,216,800	2,216,800
Less Revenues		(1,133,407)	(1,170,393)	(1,321,160)	(1,818,088)	(1,818,088)	(1,818,088)
Net Department Total		960,121	929,387	742,106	398,712	398,712	398,712

Public Health Administration

The Public Health Administration division provides support services to all programs within the Public Health division, as well as administrative support to HHS. These services include grant management, policy and procedures creation and management ensuring HIPPA confidentiality compliance, Public Health Accreditation Board requirement maintenance, payroll and reimbursement processing, supply ordering, facilities support, and liaises with the City's Finance, Legal and Information Technology departments.

The Public Health Administration revenue estimate reflects the administrative fee received for the management and oversight of the various grants administered by Public Health

FY21 Public Health Administration expenditures increased by \$3,647 or 1.3%. Revenues increased \$157,039, or 88.4%, predominantly due to the FY21 Keep ME Healthy grant.

Division Summary

Department: HHS Public Health **Division:** Public Health Administration **Account:** 10044201

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	267,814	206,418	188,415	279,321	279,321	279,321
Benefits	1,200	500	600	600	600	600
Administrative Services	11,650	11,650	7,650	5,550	5,550	5,550
Contractual Services	3,510	13,023	3,300	2,850	2,850	2,850
Rentals	2,345	2,345	2,345	2,345	2,345	2,345
Supplies	4,000	4,000	4,000	3,500	3,500	3,500
Total	290,519	237,936	206,310	294,166	294,166	294,166
Less Revenues	(177,687)	(135,815)	(121,918)	(334,726)	(334,726)	(334,726)
Net Division Total	112,832	102,121	84,392	(40,560)	(40,560)	(40,560)

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 Programs' playgroup to serve children ages 0-5 years.

FY21 Family Health expenditures decreased \$1,715 or 1.3%. Grant revenue decreased slightly by \$847, or 0.9%.

Division Summary

Department: HHS Public Health

Division: Family Health

Account: 10044202

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	121,883	121,883	127,094	125,245	125,245	125,245
Benefits	600	600	600	600	600	600
Administrative Services	4,617	4,617	4,617	2,917	2,917	2,917
Contractual Services	5,027	12,313	1,900	2,400	2,400	2,400
Rentals	808	808	808	808	808	808
Supplies	3,500	3,500	3,500	2,750	2,750	2,750
Utilities	720	720	720	720	720	720
Total	137,155	144,441	139,239	135,440	135,440	135,440
Less Revenues	(92,274)	(92,274)	(83,927)	(91,427)	(91,427)	(91,427)
Net Division Total	44,881	52,167	55,312	44,013	44,013	44,013

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, skin cancer prevention, and substance abuse prevention and harm reduction services.

FY21 Chronic Disease Prevention expenditures increased by \$135,577 or 19.8%, due to the additional staffing of 3.7 FTEs funded by new grant sources. FY21 revenue increased \$203,707, or 35.5%, attributed primarily to the Tobacco Prevention Services grant, as well as the Keep ME Healthy grant.

Division Summary

Department: HHS Public Health

Division: Chronic Disease Prevention

Account: 10044203

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	648,522	720,356	812,651	800,501	800,501	800,501
Benefits	600	600	600	600	600	600
Administrative Services	2,500	2,500	2,500	2,000	2,000	2,000
Client Expenses	15,000	15,000	0	0	0	0
Contractual Services	3,500	3,000	2,750	2,250	2,250	2,250
Rentals	12,035	12,035	12,383	12,383	12,383	12,383
Supplies	1,000	1,000	1,000	1,000	1,000	1,000
Utilities	2,376	2,376	2,376	2,376	2,376	2,376
Total	685,533	756,867	834,260	821,110	821,110	821,110
Less Revenues	(573,780)	(652,638)	(727,422)	(777,487)	(777,487)	(777,487)
Net Division Total	111,753	104,229	106,838	43,623	43,623	43,623

Health Equity

The Health Equity program supports the Public Health Division with services to minority populations. The Health Equity program specific activities include health education to racial and ethnic minority groups, enrolling individuals in health insurance, and training public health and health care professionals in cultural competency. This program also implements the Enhanced National Culturally and Linguistically Appropriate Services (CLAS) Standards policies to ensure services are in compliance.

FY21 Health Equity expenditures increased by \$41,576 or 24.8%, largely attributed to the interpreter services temporary help increase. FY21 grant projected revenues increased \$28,092, or 59.2%.

Division Summary

Department: HHS Public Health

Division: Health Equity

Account: 10044204

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	154,191	153,165	206,732	203,517	203,517	203,517
Benefits	900	900	900	900	900	900
Administrative Services	6,700	4,200	1,200	1,200	1,200	1,200
Contractual Services	4,750	3,963	2,500	2,500	2,500	2,500
Supplies	800	800	800	800	800	800
Total	167,341	163,028	212,132	208,917	208,917	208,917
Less Revenues	(47,468)	(47,468)	(75,560)	(75,560)	(75,560)	(75,560)
Net Division Total	119,873	115,560	136,572	133,357	133,357	133,357

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.

FY21 India Street expenditures decreased \$36,031, or 4.9%, due to a reduction in contracted temporary services. Program estimated revenues increased \$278,204, or 114.9%, largely due to the FY21 Public Health Service Act Section 340B funding projection for outpatient pharmaceuticals.

Division Summary

Department: HHS Public Health **Division:** India Street Clinic **Account:** 10044205

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	501,833	488,201	567,833	502,145	502,145	502,145
Benefits	0	0	100	100	100	100
Administrative Services	3,650	3,650	3,650	3,650	3,650	3,650
Client Expenses	1,000	1,000	1,000	1,000	1,000	1,000
Contractual Services	118,599	118,970	3,000	80,646	80,646	80,646
Maintenance and Repairs	1,200	1,200	0	1,200	1,200	1,200
Rentals	55,793	55,793	2,024	57,303	57,303	57,303
Supplies	45,150	45,400	19,000	45,150	45,150	45,150
Utilities	10,824	10,824	0	10,824	10,824	10,824
Total	738,049	725,038	596,607	702,018	702,018	702,018
Less Revenues	(242,198)	(242,198)	(312,333)	(520,402)	(520,402)	(520,402)
Net Division Total	495,851	482,840	284,274	181,616	181,616	181,616

Research & Evaluation

The Research and Evaluation program serves several important functions within the Public Health Division, including research, public health surveillance, analysis and interpretation of public health data, and program evaluation. The program conducts public health research that focuses on understanding determinants of health. In addition, this program conducts program evaluation, a systematic and objective assessment of the relevance, efficiency, effectiveness, sustainability, and impact of a program or intervention. Public Health surveillance, which is the systematic collection, analysis, and interpretation of health data, is another core program function. Data used to conduct public health surveillance include city-wide survey data collected by the Research and Evaluation program, as well as data obtained from local and national sources. The Research and Evaluation program serves as a major source for Public Health data repository.

FY21 Research & Evaluation expenditures decreased \$19,782, or 26.4%, primarily due to a reduction in salary expense. The FY21 program grant revenue is projected to increase \$18,486.

Division Summary

Department: HHS Public Health

Division: Research & Evaluation

Account: 10044206

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	64,081	61,620	63,784	46,215	46,215	46,215
Benefits	600	600	684	684	684	684
Administrative Services	3,900	3,900	3,900	2,500	2,500	2,500
Contractual Services	4,450	4,450	4,450	3,850	3,850	3,850
Maintenance and Repairs	1,500	1,500	1,500	1,500	1,500	1,500
Supplies	400	400	400	400	400	400
Total	74,931	72,470	74,718	55,149	55,149	55,149
Less Revenues	0	0	0	(18,486)	(18,486)	(18,486)
Net Division Total	74,931	72,470	74,718	36,663	36,663	36,663

HHS Social Services

The Social Services Division provides both financial assistance and support services for low-income Portland residents. This division's 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 FY21 Social Services division consists of four programs: Administration, General Assistance, Oxford Street Shelter and the Family Shelter.

FY21 Social Services expenditures increased \$1,455,588, or 11.1%, predominantly due to the increased funding in the General Assistance Program client expense lines, as well as personnel staffing costs. The Social Services division revenue increased \$2,146,809, or 26.6%. FY21 revenue estimates include reimbursement for increased GA expenditures and Covid-19 pandemic funding including the Emergency Solutions Grant (ESG), FEMA emergency housing funds, and Keep ME Healthy grant funds.

Department Summary

Department: HHS Social Services

Account: 100-44-300

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		4,985,285	5,191,059	5,393,078	5,469,969	5,469,969	5,469,969
Benefits		12,400	12,600	10,400	10,400	10,400	10,400
Administrative Services		13,575	13,575	14,575	1,075	1,075	1,075
Client Expenses		6,425,615	6,414,162	6,325,257	7,685,653	7,685,653	7,685,653
Contractual Services		453,001	510,931	363,689	259,084	259,084	259,084
Maintenance and Repair		112,446	125,144	112,446	112,446	112,446	112,446
Rentals		709,645	613,063	629,502	629,502	629,502	629,502
Supplies		334,173	263,538	306,599	308,599	308,599	308,599
Utilities		121,607	138,271	133,607	146,607	146,607	146,607
Total		13,167,747	13,282,343	13,289,153	14,623,335	14,623,335	14,623,335
Summary by Division							
Social Services Administration	(42-301)	624,568	612,961	644,897	629,070	629,070	629,070
General Assistance	(42-302)	7,076,582	7,207,711	7,112,496	8,457,261	8,457,261	8,457,261
Portland Community Support Fund	(42-303)	200,000	27,400	0	0	0	0
Oxford Street Shelter	(42-304)	3,676,813	3,540,720	3,773,112	3,811,847	3,811,847	3,811,847
Family Shelter	(42-305)	1,589,784	1,893,551	1,758,648	1,725,157	1,725,157	1,725,157
Total		13,167,747	13,282,343	13,289,153	14,623,335	14,623,335	14,623,335
Less Revenues		(8,065,096)	(8,169,889)	(8,092,347)	(10,211,905)	(10,211,905)	(10,211,905)
Net Department Total		5,102,651	5,112,454	5,196,806	4,411,430	4,411,430	4,411,430

Social Services Administration

This Social Services Administration division is responsible for the overall general management of the Social Services programs. Services include grant management, data/statistical analysis, payroll, accounts payable, receivables, representative payee, and other operational responsibilities.

FY21 Social Services expenditures increased slightly by \$4,502 or 0.7%. The increased revenue of \$54,520, or 22.2%, reflects FY21 Covid funds from the Emergency Solutions Grant (ESG).

Division Summary

Department: HHS Social Services **Division:** Social Services Administration **Account:** 10044301

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	520,478	513,602	546,444	538,117	538,117	538,117
Benefits	7,600	7,500	5,000	5,000	5,000	5,000
Administrative Services	5,575	5,575	5,575	1,075	1,075	1,075
Contractual Services	6,326	6,326	6,326	6,326	6,326	6,326
Maintenance and Repairs	1,000	1,000	1,000	1,000	1,000	1,000
Rentals	61,085	60,881	62,048	62,048	62,048	62,048
Supplies	11,806	11,806	11,806	8,806	8,806	8,806
Utilities	10,698	6,271	6,698	6,698	6,698	6,698
Total	624,568	612,961	644,897	629,070	629,070	629,070
Less Revenues	(245,536)	(245,536)	(245,536)	(300,056)	(300,056)	(300,056)
Net Division Total	379,032	367,425	399,361	329,014	329,014	329,014

Social Services General Assistance

State law requires municipalities to administer General Assistance (GA) which provides for immediate aid to individuals who meet eligibility requirements and are unable to provide basic necessities essential to maintaining themselves or their families. Maine law states that municipalities have the responsibility to provide financial assistance to all eligible residents of their municipality, as well as non-residents who intend to reside in the municipality and have no other residence. GA provides basic needs in the areas of shelter, housing costs, utilities, food, medication, disposable diapers and hygiene items. All assistance is issued in vouchers and no cash is provided.

In FY21, the GA program has continued the focus on self-sufficiency through the HIRE (Helping Individuals Regain Employment) program. The program has increased the City's partnership with local employers, education professionals, and the local Career Center in order to aid our GA recipients in finding long term employment.

FY21 General Assistance expenditures increased by \$1,380,679, or 19.5%. This increase is primarily related to the increased expenditures for housing assistance and other client services in part due to the need for social distancing during the Covid-19 pandemic. Likewise, revenues have also increased, \$1,456,245, or 33.9%, and includes new FY21 funding related to Covid-19.

Division Summary

Department: HHS Social Services **Division:** Social Services General Assistance **Account:** 10044302

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	626,157	606,388	635,600	622,969	622,969	622,969
Benefits	600	600	600	600	600	600
Administrative Services	2,000	2,000	2,000	0	0	0
Client Expenses	6,129,365	6,280,641	6,229,007	7,589,403	7,589,403	7,589,403
Contractual Services	172,768	172,768	97,806	97,806	97,806	97,806
Maintenance and Repairs	2,500	2,500	2,500	2,500	2,500	2,500
Rentals	111,312	110,934	113,103	113,103	113,103	113,103
Supplies	19,000	19,000	19,000	18,000	18,000	18,000
Utilities	12,880	12,880	12,880	12,880	12,880	12,880
Total	7,076,582	7,207,711	7,112,496	8,457,261	8,457,261	8,457,261
Less Revenues	(4,295,556)	(4,401,448)	(4,365,305)	(5,751,801)	(5,751,801)	(5,751,801)
Net Division Total	2,781,026	2,806,263	2,747,191	2,705,460	2,705,460	2,705,460

Portland Community Support Fund

Discontinued in FY21, the Social Services Portland Community Support Fund (PCSF) program had been created to provide basic necessities assistance for immigrants who had received General Assistance in the past, however, were then deemed non-qualified for reimbursement by the State.

Division Summary

Department: HHS Social Services **Division:** Portland Community Support Fund **Account:** 10044303

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Client Expenses	200,000	27,400	0	0	0	0
Total	200,000	27,400	0	0	0	0
Less Revenues	0	(2,500)	0	0	0	0
Net Division Total	200,000	24,900	0	0	0	0

Oxford Street Shelter

The Social Services Division operates the Oxford Street Shelter and Community Overflow Shelter for adults. The Oxford Street Shelter is a low barrier facility that provides access to safe overnight shelter for homeless adults (18+) 365 days a year. During FY18, the Oxford Street shelter expanded its hours of operation to 24 hours. The Oxford Street Shelter has a capacity of 154 beds.

The shelter promotes a housing culture by offering an array of services such as housing triage, housing orientation, current apartment lists and assistance with travel to apartment showings.

FY21 Oxford Street Shelter expenditures increased by \$135,034 or 3.7%. This increase is predominately due to increased staffing; during FY20, the Oxford Street Shelter turned into a 24/7 operation. Other FY21 budget changes include the elimination of the City's Preble Street Dayroom rental / service as of the second quarter. FY21 program revenues increased \$516,992, or 22.7%. Additional FY21 budget funding sources include Covid-19 ESG and Keep ME Healthy grant monies in addition to increased General Assistance reimbursements based on budgeted expenditures.

Division Summary

Department: HHS Social Services	Division: Oxford Street Shelter				Account: 10044304	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	2,756,336	2,778,825	2,984,012	3,115,212	3,115,212	3,115,212
Benefits	1,800	1,800	1,800	1,800	1,800	1,800
Administrative Services	4,000	4,000	4,000	0	0	0
Client Expenses	79,450	79,450	79,450	79,450	79,450	79,450
Contractual Services	193,093	193,093	178,493	87,028	87,028	87,028
Maintenance and Repairs	68,946	68,946	68,946	68,946	68,946	68,946
Rentals	258,280	162,280	167,077	167,077	167,077	167,077
Supplies	265,407	202,825	239,833	239,833	239,833	239,833
Utilities	49,501	49,501	49,501	52,501	52,501	52,501
Total	3,676,813	3,540,720	3,773,112	3,811,847	3,811,847	3,811,847
Less Revenues	(2,276,631)	(2,244,522)	(2,269,989)	(2,793,623)	(2,793,623)	(2,793,623)
Net Division Total	1,400,182	1,296,198	1,503,123	1,018,224	1,018,224	1,018,224

Family Shelter

The Social Services Division operates the City of Portland's Family Shelter. The administrative and support services staff are located on the first floor of 54 Chestnut Street.

The Family Shelter provides temporary housing to families with children under the age of 18. Shelter apartments are located at 54-58 Chestnut Street, including one unit to accommodate individuals with disabilities. Combined, the Family Shelter has a total capacity of 151 beds in an apartment style living environment. Apartments are shared by families and are furnished. Residents have access to telephones, cleaning supplies, transportation, and other basic needs. Each family member is assigned a case manager who works with families to develop self-sufficiency work plans in order to obtain permanent housing.

FY21 Family Shelter expenditures increased by \$135,373, or 8.5%, mainly due to increased staffing including the addition of one full-time position. Program revenues also rose, \$119,052 or 9.5%, attributed to the FY21 ESG Covid grant.

Division Summary

Department: HHS Social Services	Division: Family Shelter				Account: 10044305	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,082,314	1,292,244	1,227,022	1,193,671	1,193,671	1,193,671
Benefits	2,400	2,700	3,000	3,000	3,000	3,000
Administrative Services	2,000	2,000	3,000	0	0	0
Client Expenses	16,800	26,671	16,800	16,800	16,800	16,800
Contractual Services	80,814	138,744	81,064	67,924	67,924	67,924
Maintenance and Repairs	40,000	52,698	40,000	40,000	40,000	40,000
Rentals	278,968	278,968	287,274	287,274	287,274	287,274
Supplies	37,960	29,907	35,960	41,960	41,960	41,960
Utilities	48,528	69,619	64,528	74,528	74,528	74,528
Total	1,589,784	1,893,551	1,758,648	1,725,157	1,725,157	1,725,157
Less Revenues	(1,247,373)	(1,275,883)	(1,211,517)	(1,366,425)	(1,366,425)	(1,366,425)
Net Division Total	342,411	617,668	547,131	358,732	358,732	358,732

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 divisions.

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.

FY21 Barron Center expenditures increased \$164,655, or 1.0%, primarily due to increased personnel costs. This budget includes a reduction of 9.2 FTE staff positions. Revenues decreased by \$267,431, or 1.4%; during the pandemic, the facility is accepting limited new patients.

Department Summary

Department: Barron Center

Account: 107-44-400

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		12,031,667	11,487,659	12,559,197	12,238,044	12,238,044	12,238,044
Benefits		31,890	54,936	33,880	33,880	33,880	33,880
Administrative Services		104,330	86,487	307,795	294,500	294,500	294,500
Client Expenses		7,500	7,020	10,530	7,500	7,500	7,500
Contractual Services		1,190,432	1,599,183	1,589,839	1,099,189	1,099,189	1,099,189
Maintenance and Repair		136,470	126,040	157,875	155,875	155,875	155,875
Rentals		29,594	25,880	33,490	31,120	31,120	31,120
Supplies		1,891,634	1,805,367	1,849,233	1,736,083	1,736,083	1,736,083
Minor Capital Items		16,000	14,412	24,500	24,500	24,500	24,500
Utilities		424,387	398,460	418,868	418,868	418,868	418,868
Capital Outlay		84,065	90,948	73,065	73,065	73,065	73,065
Total		15,947,969	15,696,392	17,058,272	16,112,624	16,112,624	16,112,624
Summary by Division							
Barron Center Administration	(43-401)	1,822,560	2,154,572	2,417,613	1,902,022	1,902,022	1,902,022
Office of Elder Affairs	(43-402)	383,786	377,973	390,084	359,717	359,717	359,717
Therapeutic Recreation	(43-403)	293,584	280,736	300,421	289,243	289,243	289,243
Nursing Administration	(43-404)	1,606,574	1,314,135	1,683,574	1,649,295	1,649,295	1,649,295
Nursing Direct Care	(43-405)	6,634,928	6,435,199	7,039,398	6,783,782	6,783,782	6,783,782
Nutrition & Supply	(43-406)	2,900,612	2,823,948	2,860,662	2,793,634	2,793,634	2,793,634
Environmental Services	(43-407)	1,117,071	1,175,799	1,148,400	1,123,211	1,123,211	1,123,211
Housekeeping	(43-408)	641,406	586,932	661,865	655,465	655,465	655,465
Laundry Services	(43-409)	547,448	547,098	556,255	556,255	556,255	556,255
Total		15,947,969	15,696,392	17,058,272	16,112,624	16,112,624	16,112,624
Less Revenues		(19,510,800)	(20,756,370)	(21,211,410)	(19,243,369)	(19,243,369)	(19,243,369)
Net Department Total		(3,562,831)	(5,059,978)	(4,153,138)	(3,130,745)	(3,130,745)	(3,130,745)

Barron Center Administration

The Barron Center Administration division is responsible for the care and management of the facility's capacity for 219 residents and 300+ full and part-time employees. The Business Office is responsible for the financial operations, which includes budgeting, payroll, accounts payable, and accounts receivable (including coordinating with the Barron Center's billing vendor).

FY21 Barron Center Administration expenditures increased by \$79,462 or 4.4%. The FY21 budget includes new healthcare consulting services funds offset by various other line-item decreases; the 3rd party billing was reclassified from contractual services to administrative services.

Division Summary

Department: HHS Barron Center **Division:** Barron Center Administration **Account:** 10744401

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	700,101	614,445	703,914	693,718	693,718	693,718
Benefits	4,200	4,005	4,920	4,920	4,920	4,920
Administrative Services	60,685	56,667	269,965	259,670	259,670	259,670
Contractual Services	972,074	1,413,630	1,368,134	882,284	882,284	882,284
Maintenance and Repairs	16,240	12,000	12,940	12,940	12,940	12,940
Rentals	4,020	3,925	5,340	5,340	5,340	5,340
Supplies	55,700	49,000	51,500	42,250	42,250	42,250
Utilities	9,540	900	900	900	900	900
Total	1,822,560	2,154,572	2,417,613	1,902,022	1,902,022	1,902,022

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. Two Adult Day Programs offer supportive, daytime care that enables older adults living alone or with family to remain at home. One program specializes in the care of individuals with Alzheimer's disease or related dementias. Both adult day programs provide much needed respite for family 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.

FY21 Office of Elder Affairs expenditures decreased by \$24,069 or 6.3%. Expenditure decreases include the reduction of a 0.4 FTE staff position and a reduction in food expense due to the Covid-19 temporary closure. FY21 program revenues decreased \$58,054, or 18.9%.

Division Summary

Department: HHS Barron Center	Division: Office of Elder Affairs				Account: 10744402	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	337,386	334,343	347,739	330,632	330,632	330,632
Administrative Services	3,000	3,250	3,760	3,010	3,010	3,010
Contractual Services	6,325	4,530	3,450	900	900	900
Supplies	36,775	35,550	34,835	24,875	24,875	24,875
Utilities	300	300	300	300	300	300
Total	383,786	377,973	390,084	359,717	359,717	359,717
Less Revenues	(306,454)	(159,871)	(291,860)	(248,400)	(248,400)	(248,400)
Net Division Total	77,332	218,102	98,224	111,317	111,317	111,317

Therapeutic Recreation

Therapeutic Recreation provides a broad variety of individual and group recreational activities for all residents, and in addition oversees the 150-member volunteer program.

FY21 Therapeutic Recreation expenditures decreased slightly, by \$4,341 or 1.5%.

Division Summary

Department: HHS Barron Center **Division:** Therapeutic Recreation **Account:** 10744403

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	267,084	254,866	274,796	268,068	268,068	268,068
Administrative Services	1,100	770	775	325	325	325
Contractual Services	13,100	13,100	13,850	11,600	11,600	11,600
Supplies	12,300	12,000	11,000	9,250	9,250	9,250
Total	293,584	280,736	300,421	289,243	289,243	289,243

Nursing Administration

Nursing Administration is responsible for the supervision and management of the Nursing Direct Care division in two buildings 24-hours per day, seven days a week. The division's 18.2 positions provide clinical nursing supervision and direction to the Barron Center's nursing staff on the five nursing units in the main building and the fifty bed Alzheimer's unit (Barron Center II). Staffing patterns on the six units are continually adjusted to meet the changing needs of the resident population and to meet State of Maine mandated minimum staffing ratios.

The FY21 Nursing Administration expenditures increased by \$42,721, or 2.7%, attributed to the budgeted increase in personnel costs.

Division Summary

Department: HHS Barron Center **Division:** Nursing Administration **Account:** 10744404

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,407,529	1,186,645	1,485,448	1,458,239	1,458,239	1,458,239
Benefits	10,600	9,150	11,000	11,000	11,000	11,000
Administrative Services	34,050	21,850	29,120	27,770	27,770	27,770
Contractual Services	79,245	52,590	79,640	79,640	79,640	79,640
Rentals	900	900	900	1,680	1,680	1,680
Supplies	49,250	43,000	52,466	45,966	45,966	45,966
Capital Outlay	25,000	0	25,000	25,000	25,000	25,000
Total	1,606,574	1,314,135	1,683,574	1,649,295	1,649,295	1,649,295

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.

FY21 Nursing Direct Care personnel expenditures increased \$148,854 or 2.2%. This budget includes a FY21 temporary reduction of 7.0 FTE staff positions in response to the resident census and the limited new patient intake during the pandemic.

Division Summary

Department: HHS Barron Center	Division: Nursing Direct Care				Account: 10744405	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	6,634,928	6,411,242	7,039,398	6,783,782	6,783,782	6,783,782
Benefits	0	23,957	0	0	0	0
Total	6,634,928	6,435,199	7,039,398	6,783,782	6,783,782	6,783,782

Nutrition & Supply

Nutrition and Supply consists of Resident Nutrition, Cafeteria / Catering, and Central Medical Supply. The Resident Nutrition program is responsible for the therapeutic and nutritional needs of the residents. The Cafeteria / Catering program provides food services for employees, residents, families, and visitors. Catering services are also provided for City functions, receptions, and celebrations. Central Medical Supply purchases, receives, stores, and distributes routine medical supplies, over-the-counter drugs, and other supplies for the various divisions within the Barron Center.

FY21 Nutrition and Supply expenditures decreased by \$106,978 or 3.7%. FY21 expense reductions include various supply lines, as well as a program reduction of 2.0 FTE staff positions which transferred to the Concessions operation in the Parks, Recreation and Facilities Department.

Division Summary

Department: HHS Barron Center **Division:** Nutrition & Supply **Account:** 10744406

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,332,385	1,318,230	1,292,585	1,290,327	1,290,327	1,290,327
Benefits	10,340	10,150	11,120	11,120	11,120	11,120
Administrative Services	2,645	2,450	2,675	2,225	2,225	2,225
Client Expenses	7,500	7,020	10,530	7,500	7,500	7,500
Contractual Services	45,388	45,911	45,470	45,470	45,470	45,470
Maintenance and Repairs	12,100	11,450	12,595	12,595	12,595	12,595
Rentals	24,674	21,055	27,250	24,100	24,100	24,100
Supplies	1,458,080	1,400,182	1,434,937	1,376,797	1,376,797	1,376,797
Minor Capital Items	7,500	7,500	23,500	23,500	23,500	23,500
Total	2,900,612	2,823,948	2,860,662	2,793,634	2,793,634	2,793,634

Environmental Services

The Barron Center's Environmental Services program is composed of six employees who are responsible for the maintenance of the twelve-acre Brighton Avenue facility. The maintenance division keeps the building in repair and working order through completing projects in-house or arranging for outside vendors. Maintenance is also responsible for snow removal, landscaping, and conducting facility fire drills.

FY21 Environmental Services expenditures increased minimally by \$6,140, or 0.5%, largely due to wage increases. The facility improvements budgeted for FY21 include patio repair and counter top replacements.

Division Summary

Department: HHS Barron Center

Division: Environmental Services

Account: 10744407

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	377,381	432,374	389,607	387,568	387,568	387,568
Benefits	4,000	4,000	4,440	4,440	4,440	4,440
Administrative Services	2,600	1,500	1,250	1,250	1,250	1,250
Contractual Services	70,700	65,822	75,935	75,935	75,935	75,935
Maintenance and Repairs	93,790	91,925	119,930	117,930	117,930	117,930
Supplies	94,988	91,970	91,505	70,355	70,355	70,355
Utilities	414,547	397,260	417,668	417,668	417,668	417,668
Capital Outlay	59,065	90,948	48,065	48,065	48,065	48,065
Total	1,117,071	1,175,799	1,148,400	1,123,211	1,123,211	1,123,211

Housekeeping

The Barron Center's Housekeeping staff is responsible for providing a clean and appealing environment for all residents of the Barron Center.

FY21 Housekeeping expenditures increased by \$14,059, or 2.2%. FY21 salary increases are partially offset by reduced equipment requests.

Division Summary

Department: HHS Barron Center **Division:** Housekeeping **Account:** 10744408

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	507,205	458,705	538,910	538,910	538,910	538,910
Benefits	1,300	1,300	1,200	1,200	1,200	1,200
Contractual Services	3,600	3,600	3,360	3,360	3,360	3,360
Maintenance and Repairs	665	665	2,360	2,360	2,360	2,360
Supplies	120,136	115,750	115,035	108,635	108,635	108,635
Minor Capital Items	8,500	6,912	1,000	1,000	1,000	1,000
Total	641,406	586,932	661,865	655,465	655,465	655,465

Laundry Services

The Barron Center Laundry provides a clean and adequate supply of laundry to the residents. Personal laundry services are provided to nearly all of the residents. Laundry services are also provided to the City's Oxford Street Shelter.

FY21 Laundry Services expenditures increased by \$8,807, or 1.6%. Budget changes include wage increases, including the addition of a 0.2 FTE position, and various supply line decreases.

Division Summary

Department: HHS Barron Center

Division: Laundry Services

Account: 10744409

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	467,668	476,809	486,800	486,800	486,800	486,800
Benefits	1,450	2,374	1,200	1,200	1,200	1,200
Administrative Services	250	0	250	250	250	250
Maintenance and Repairs	13,675	10,000	10,050	10,050	10,050	10,050
Supplies	64,405	57,915	57,955	57,955	57,955	57,955
Total	547,448	547,098	556,255	556,255	556,255	556,255

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 FY21 Debt Service expenditure increase is \$612,481, or 1.4%. The FY21 cost increase is attributed primarily to the 2001 pension obligation bonds. The FY21 revenue budget decrease is in part due to the deferral of the Lyseth Elementary School renovation principal payment to FY22.

Department Summary

Department: Debt Service

Account: 100-47

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Contractual Services	730,500	730,500	727,500	760,000	760,000	760,000
Debt Service	44,357,298	43,444,397	46,761,513	44,940,279	44,940,279	44,940,279
Total	45,087,798	44,174,897	47,489,013	45,700,279	45,700,279	45,700,279
Less Revenues	(19,731,496)	(18,532,246)	(20,579,492)	(19,189,768)	(19,189,768)	(19,189,768)
Net Department Total	25,356,302	25,642,651	26,909,521	26,510,511	26,510,511	26,510,511

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 FY21 budget decreased \$250,713, or 6.0%. Due to the pandemic, the Library remains closed until further notice offering only PPL-To-Go door side services.

Department Summary

Department: Public Library

Account: 100-48

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	2,955,700	2,955,700	3,167,405	2,804,154	2,804,154	2,804,154
Benefits	505,000	505,000	515,000	537,000	537,000	537,000
Contributions	717,850	717,850	652,098	586,683	586,683	586,683
Total	4,178,550	4,178,550	4,334,503	3,927,837	3,927,837	3,927,837

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. 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.

The FY21 Pension expenditures decreased \$633,673, or 7.5%.

Department Summary

Department: Pension

Account: 100-51

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Benefits	8,398,292	8,246,577	8,564,619	7,764,619	7,764,619	7,764,619
Total	8,398,292	8,246,577	8,564,619	7,764,619	7,764,619	7,764,619
Less Revenues	(1,127,244)	(940,853)	(1,169,738)	(1,159,691)	(1,159,691)	(1,159,691)
Net Department Total	7,271,048	7,305,724	7,394,881	6,604,928	6,604,928	6,604,928

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.

The FY21 Employee Benefits expenditure budget estimate decreased \$1,188,727, or 5.1%. This decrease is attributed in part to the Health Insurance claim reduction occurring during the coronavirus pandemic.

Department Summary

Department: Employee Benefits

Account: 100-52

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Benefits		20,292,499	18,359,518	20,023,347	19,566,577	19,566,577	19,566,577
Administrative Services		983,239	622,907	604,190	682,826	682,826	682,826
Contractual Services		1,054,087	996,766	999,766	959,900	959,900	959,900
Rentals		12,084	12,000	12,360	12,000	12,000	12,000
Insurance		950,782	1,047,500	950,000	907,400	907,400	907,400
Utilities		1,420	733	1,464	1,464	1,464	1,464
Contributions		151,775	155,622	155,622	126,992	126,992	126,992
Total		23,445,886	21,195,046	22,746,749	22,257,159	22,257,159	22,257,159
Summary by Division							
Health Insurance Program	(52-200)	19,948,893	17,626,639	19,060,912	18,741,418	18,741,418	18,741,418
Workers' Compensation	(52-300)	2,053,072	2,074,888	1,980,388	1,810,292	1,810,292	1,810,292
FICA	(52-400)	1,138,099	1,210,226	1,393,538	1,393,538	1,393,538	1,393,538
Group Life Insurance	(52-500)	205,822	208,293	211,911	211,911	211,911	211,911
Unemployment	(52-600)	100,000	75,000	100,000	100,000	100,000	100,000
Total		23,445,886	21,195,046	22,746,749	22,257,159	22,257,159	22,257,159
Less Revenues		(6,513,614)	(6,833,701)	(7,039,885)	(6,251,267)	(6,251,267)	(6,251,267)
Net Department Total		16,932,272	14,361,345	15,706,864	16,005,892	16,005,892	16,005,892

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	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Benefits	18,848,578	16,865,999	18,317,898	17,861,128	17,861,128	17,861,128
Administrative Services	1,086,811	747,907	729,190	866,826	866,826	866,826
Rentals	12,084	12,000	12,360	12,000	12,000	12,000
Utilities	1,420	733	1,464	1,464	1,464	1,464
Total	19,948,893	17,626,639	19,060,912	18,741,418	18,741,418	18,741,418
Less Revenues	(6,031,640)	(6,493,664)	(6,672,302)	(5,883,684)	(5,883,684)	(5,883,684)
Net Division Total	13,917,253	11,132,975	12,388,610	12,857,734	12,857,734	12,857,734

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

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Administrative Services	(103,572)	(125,000)	(125,000)	(184,000)	(184,000)	(184,000)
Contractual Services	1,054,087	996,766	999,766	959,900	959,900	959,900
Insurance	950,782	1,047,500	950,000	907,400	907,400	907,400
Contributions	151,775	155,622	155,622	126,992	126,992	126,992
Total	2,053,072	2,074,888	1,980,388	1,810,292	1,810,292	1,810,292
Less Revenues	(350,000)	(225,000)	(225,000)	(225,000)	(225,000)	(225,000)
Net Division Total	1,703,072	1,849,888	1,755,388	1,585,292	1,585,292	1,585,292

FICA

In 1986, the Internal Revenue Service began requiring employees covered by pension plans other than Social Security to contribute to Medicare. Therefore, employees hired after April 1, 1986, are required to contribute a percentage of their annual wages for Medicare coverage. The City must also make a matching contribution. The current rate is 1.45%.

Division Summary

Department: Employee Benefits	Division: FICA				Account: 10052400	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Benefits	1,138,099	1,210,226	1,393,538	1,393,538	1,393,538	1,393,538
Total	1,138,099	1,210,226	1,393,538	1,393,538	1,393,538	1,393,538
Less Revenues	(125,199)	(108,156)	(135,495)	(135,495)	(135,495)	(135,495)
Net Division Total	1,012,900	1,102,070	1,258,043	1,258,043	1,258,043	1,258,043

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

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Benefits	205,822	208,293	211,911	211,911	211,911	211,911
Total	205,822	208,293	211,911	211,911	211,911	211,911
Less Revenues	(6,775)	(6,881)	(7,088)	(7,088)	(7,088)	(7,088)
Net Division Total	199,047	201,412	204,823	204,823	204,823	204,823

Unemployment

The Unemployment Insurance Program is mandated by state and federal law. The City is self-insured and reimburses the state for all benefits paid to eligible recipients as determined by the Maine Unemployment Security Commission.

Division Summary

Department: Employee Benefits **Division:** Unemployment **Account:** 10052600

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Benefits	100,000	75,000	100,000	100,000	100,000	100,000
Total	100,000	75,000	100,000	100,000	100,000	100,000

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

Account: 100-61

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Administrative Services	895	5,950	925	925	925	925
Contractual Services	249,105	231,597	249,075	249,075	249,075	249,075
Supplies	0	12,453	0	0	0	0
Total	250,000	250,000	250,000	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

Account: 100-62

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Administrative Services	5,700	5,700	5,700	5,700	5,700	5,700
Contractual Services	0	0	5,000	5,000	5,000	5,000
Insurance	833,625	788,796	824,172	782,428	782,428	782,428
Total	839,325	794,496	834,872	793,128	793,128	793,128
Less Revenues	(177,918)	(353,954)	(189,275)	(189,275)	(189,275)	(189,275)
Net Department Total	661,407	440,542	645,597	603,853	603,853	603,853

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 FY21 has increased by \$370,843 or 5.6%.

	2019 State Certified Valuation	2019 Tax	2020 State Certified Valuation	2020 Tax	% Tax Change
Baldwin	\$163,550,000	\$112,103	\$181,600,000	\$121,180	8.10%
Bridgeton	1,062,850,000	728,506	1,106,700,000	738,484	1.37%
Brunswick	2,319,900,000	1,590,123	2,509,500,000	1,674,551	5.31%
Cape Elizabeth	2,125,200,000	1,456,670	2,275,600,000	1,518,473	4.24%
Casco	680,050,000	466,125	707,700,000	472,237	1.31%
Chebeague Island	218,150,000	149,526	237,100,000	158,213	5.81%
Cumberland	1,328,750,000	910,761	1,406,550,000	938,569	3.05%
Falmouth	2,532,600,000	1,735,913	2,726,900,000	1,819,618	4.82%
Freeport	1,739,650,000	1,192,404	1,863,700,000	1,243,618	4.30%
Frye Island	157,250,000	107,783	175,100,000	116,842	8.40%
Gorham	1,806,250,000	1,238,053	1,992,000,000	1,329,231	7.36%
Gray	1,029,500,000	705,647	1,133,450,000	756,334	7.18%
Harpswell	1,931,200,000	1,323,697	1,992,700,000	1,329,698	0.45%
Harrison	536,000,000	367,389	545,700,000	364,137	-0.89%
Long Island	174,150,000	119,367	179,800,000	119,978	0.51%
Naples	831,600,000	570,001	850,150,000	567,292	-0.48%
New Gloucester	557,400,000	382,057	588,450,000	392,664	2.78%
North Yarmouth	528,500,000	362,248	570,400,000	380,619	5.07%
Portland	9,687,850,000	6,640,316	10,507,000,000	7,011,159	5.58%
Pownal	259,450,000	177,834	267,550,000	178,532	0.39%
Raymond	1,150,200,000	788,378	1,175,550,000	784,426	-0.50%
Scarborough	4,313,600,000	2,956,659	4,778,350,000	3,188,519	7.84%
Sebago	396,200,000	271,566	420,650,000	280,693	3.36%
South Portland	4,308,100,000	2,952,889	4,622,350,000	3,084,423	4.45%
Standish	1,103,700,000	756,506	1,198,800,000	799,941	5.74%
Westbrook	2,144,350,000	1,469,796	2,268,700,000	1,513,868	3.00%
Windham	2,095,000,000	1,435,970	2,272,500,000	1,516,404	5.60%
Yarmouth	1,711,350,000	1,173,006	1,863,100,000	1,243,218	5.99%
	\$46,892,350,000	\$32,141,293	\$50,417,650,000	\$33,642,919	4.67%

Department Summary

Department: County Tax

Account: 100-63

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Contributions	6,640,316	6,640,316	7,011,159	7,011,159	7,011,159	7,011,159
Total	6,640,316	6,640,316	7,011,159	7,011,159	7,011,159	7,011,159

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

Account: 100-65

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Contractual Services		50,000	45,861	50,000	50,000	50,000	50,000
Contributions		3,253,640	3,253,252	3,851,926	3,325,448	3,325,448	3,325,448
Total		3,303,640	3,299,113	3,901,926	3,375,448	3,375,448	3,375,448
Summary by Division							
Transit District	(65-200)	2,787,772	2,787,772	2,877,058	2,877,058	2,877,058	2,877,058
Regional Transportation	(65-300)	78,480	78,480	78,480	78,480	78,480	78,480
Memberships - Miscellaneous	(65-400)	437,388	432,861	946,388	419,910	419,910	419,910
Total		3,303,640	3,299,113	3,901,926	3,375,448	3,375,448	3,375,448
Less Revenues		(302,717)	0	0	(654,516)	(654,516)	(654,516)
Net Department Total		3,000,923	3,299,113	3,901,926	2,720,932	2,720,932	2,720,932

Transit District (METRO)

The Transit District account provides subsidy support to the Greater Portland Transit District (GPTD), 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 worked with the communities of Brunswick, Freeport and Yarmouth to move the Metro BREEZ project from its pilot phase to permanence. This also entailed 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 FY21 City's Metro budget has increased by \$89,286 or 3.2%. The FY21 revenue represents projected TIF and Coronavirus Aid, Relief, and Economic Security (CARES) Act reimbursement.

Division Summary

Department: Memberships/Other	Division: Transit District (METRO)				Account: 10065200	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Contributions	2,787,772	2,787,772	2,877,058	2,877,058	2,877,058	2,877,058
Total	2,787,772	2,787,772	2,877,058	2,877,058	2,877,058	2,877,058
Less Revenues	(302,717)	0	0	(654,516)	(654,516)	(654,516)
Net Division Total	2,485,055	2,787,772	2,877,058	2,222,542	2,222,542	2,222,542

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, and Westbrook, with the cost apportioned based on ridership.

Division Summary

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

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Contributions	78,480	78,480	78,480	78,480	78,480	78,480
Total	78,480	78,480	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

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Contractual Services	50,000	45,861	50,000	50,000	50,000	50,000
Contributions	387,388	387,000	896,388	369,910	369,910	369,910
Total	437,388	432,861	946,388	419,910	419,910	419,910

Wage Adjustment

The Wage Adjustment account provides a wage reserve, which may result from scheduled union contract negotiations or other personnel compensation agreements. This account may also be used for anticipated wage savings not reflected in the department budgets.

Department Summary

Department: Wage Adjustment

Account: 100-67

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	(165,000)	0	0	0	0	0
Total	(165,000)	0	0	0	0	0

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 October 1, 2020, the FY21 sewer user fee increases to \$11.15 per hundred cubic feet (hcf). This is an increase of \$0.75 over the FY20 rate of \$10.40 per hcf, an increase of 7.2%.

In FY21, approximately 79.4% 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.

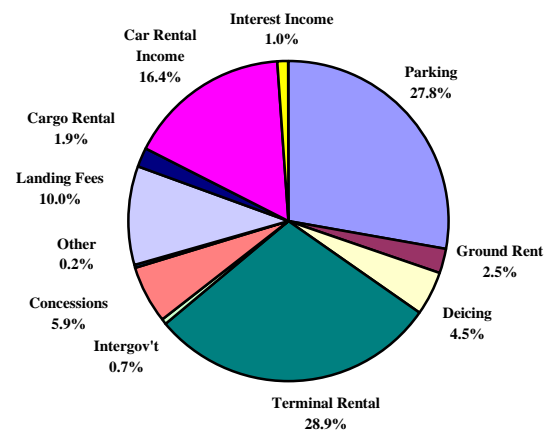
The FY21 stormwater service charge increases to \$6.75/month per 1,200 square feet of impervious surface as of October, 1, 2020, an increase of \$0.45 or 7.1%. The City maintains the Stormwater billing system.

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 94th largest airport in the United States based on enplanements as of calendar year 2019. The Jetport served 2.18 million passengers in calendar year 2019, which decreased to 1.63 million passengers in fiscal year 2020 as the COVID-19 pandemic reduced the use of air travel worldwide. The Jetport is served by four major airlines operating year-round: American Airlines, Delta Airlines, Southwest Airlines, and United Airlines, along with their regional partners. Additional seasonal service is provided by Elite Airways, Frontier, JetBlue and Sun Country.

Jetport Revenues

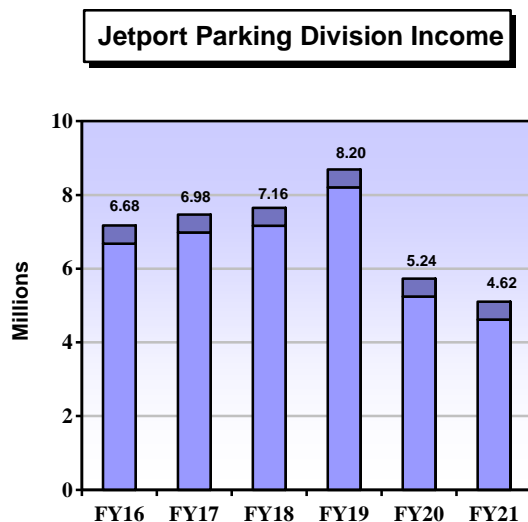


Parking	Ground Rent	Deicing
Terminal Rental	Intergov't	Concessions
Other	Landing Fees	Cargo Rental
Car Rental Income	Interest Income	

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 36% of the Jetport's total FY21 revenue estimate, with parking, rental cars, concessions, ground rent, and miscellaneous revenue providing the other 64%.

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 FY21, car rental agency income is expected to draw 25% of the non-airline revenue. Parking, representing 44% 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. With decreased air travel due to the pandemic, parking income, airline revenues and car rental revenue estimates all reflect significant reductions.



Note: FY20 and FY21 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. 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

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 1,088,728 for the calendar year 2019 before the pandemic.

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

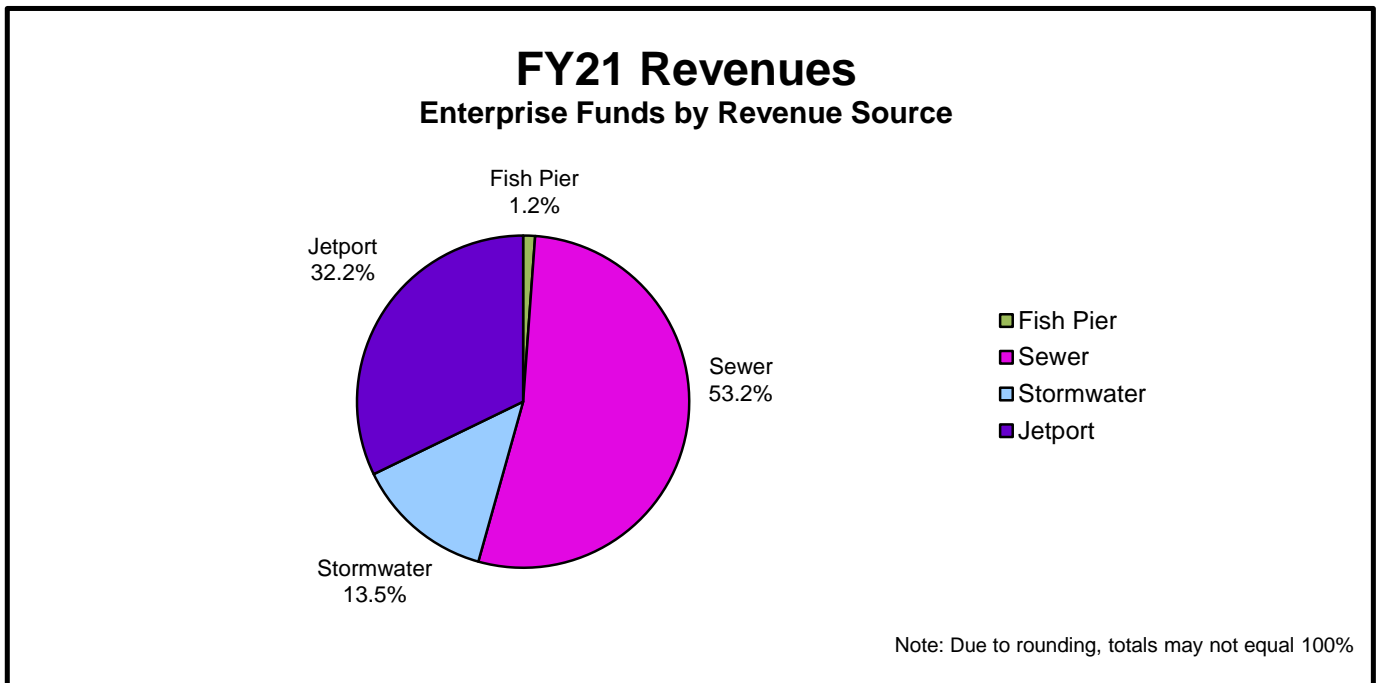
Object	Account Title	Actual Revenues FY19	Estimated Revenues FY20	Projected Revenues FY20	Estimated Revenues FY21
Fish Pier Fund:					
341-000	Misc. Charges for Services	20,189	17,120	9,601	16,820
341-550	Berthing Income	29,143	29,376	12,240	29,376
361-000	Interest Income	29,768	-	13,900	-
363-150	Parking Income	307,869	330,226	287,421	348,856
363-250	Ground Rent	187,630	182,456	77,397	186,252
394-000	Fund Balance Appropriation	-	(170,499)	(32,184)	(158,088)
Total Fish Pier Fund:		\$574,599	\$388,679	\$368,375	\$423,216
Sewer Fund:					
321-040	Sewer Connects	9,300	13,000	4,850	13,000
327-000	Misc. Licenses and Permits	1,500	4,950	-	4,950
341-000	Misc. Charges for Services	55,756	15,000	13,709	15,000
341-700	Lien and Foreclosure Cost	12,262	10,000	5,574	12,930
344-100	Residential Sewer Fees	13,961,031	15,009,966	14,737,405	14,437,405
344-200	Commercial Sewer Fees	8,496,292	8,874,497	8,873,613	8,873,613
344-300	Industrial Sewer Fees	1,683,573	1,735,976	1,474,340	1,474,341
344-400	Governmental Sewer Fees	840,148	949,791	842,473	842,473
344-500	Commercial Surcharge Inc.	168,558	100,400	162,600	162,600
344-600	Industrial Surcharge Inc.	213,328	300,000	210,500	210,500
361-000	Interest Income	275,585	50,000	225,000	225,000
361-300	Interest / Penalty Delinquencies	10,505	500	10,000	10,000
394-000	Fund Balance Appropriation	-	(424,085)	(1,093,380)	(6,323)
395-000	Enterprise Fund Charges	238,928	247,667	247,667	301,097
398-000	Misc. Reimbursements	26,439	54,240	21,719	36,432
398-010	Fringe Benefits	70,412	90,671	90,671	95,900
Total Sewer Fund:		\$26,063,618	\$27,032,572	\$25,826,741	\$26,708,918
Stormwater Fund:					
341-000	Misc. Charges for Services	20	-	(20)	-
344-650	Stormwater User Fees	6,679,990	6,933,125	6,651,893	6,651,893
344-651	Stormwater Credit	-	(103,997)	-	-
361-000	Interest Income	132,171	35,000	150,000	100,000
394-000	Fund Balance Appropriation	-	(4,088,588)	(3,927,632)	(3,788,556)
398-000	Misc. Reimbursements	4,811	13,297	4,152	9,535
Total Stormwater Fund:		\$6,816,993	\$2,788,837	\$2,878,393	\$2,972,872
Jetport Fund:					
331-200	Federal Pass Thru Grants	118,595	117,968	104,084	116,660
341-000	Misc. Charges for Services	850,611	830,353	758,266	772,000
361-000	Interest Income	548,340	161,600	276,200	161,600

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

Object	Account Title	Actual Revenues FY19	Estimated Revenues FY20	Projected Revenues FY20	Estimated Revenues FY21
Jetport Fund <i>Continued</i>					
363-150	Parking Income	8,091,982	8,461,804	5,114,180	4,492,769
363-200	Concessions	1,812,302	1,590,245	1,436,184	951,895
363-250	Ground Rent	413,679	385,902	430,412	405,700
363-300	Landing Fees	3,897,360	3,958,420	2,803,777	1,624,488
363-350	Terminal Rental	5,353,832	5,486,279	5,192,456	4,677,460
363-400	Commissions - Car Rentals	5,038,901	5,095,116	4,448,280	2,494,411
363-450	Car-Service Facility	30,908	33,921	33,169	33,921
363-470	Car Rental - Terminal Use	112,968	123,238	125,712	123,238
363-480	Cargo Revenue	389,927	333,429	308,559	312,766
394-000	Fund Balance Appropriation	-	-	1,469,376	7,907,846
Total Jetport Fund:		\$26,659,406	\$26,578,275	\$22,500,655	\$24,074,754
TOTAL ENTERPRISE FUND REVENUES:		\$60,114,615	\$56,788,363	\$51,574,164	\$54,179,760

*** Notes:**

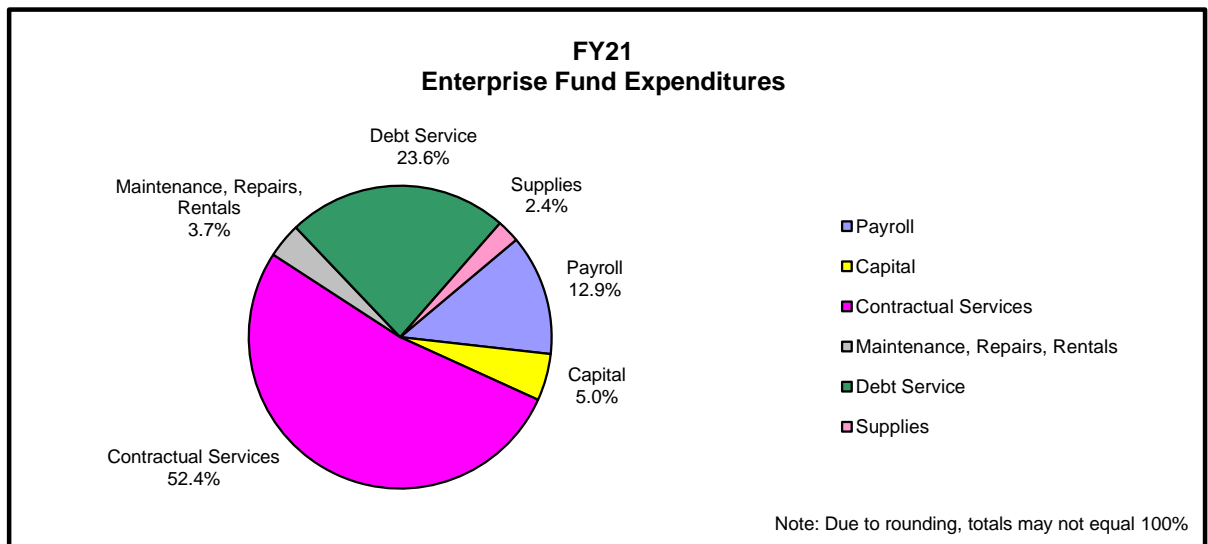
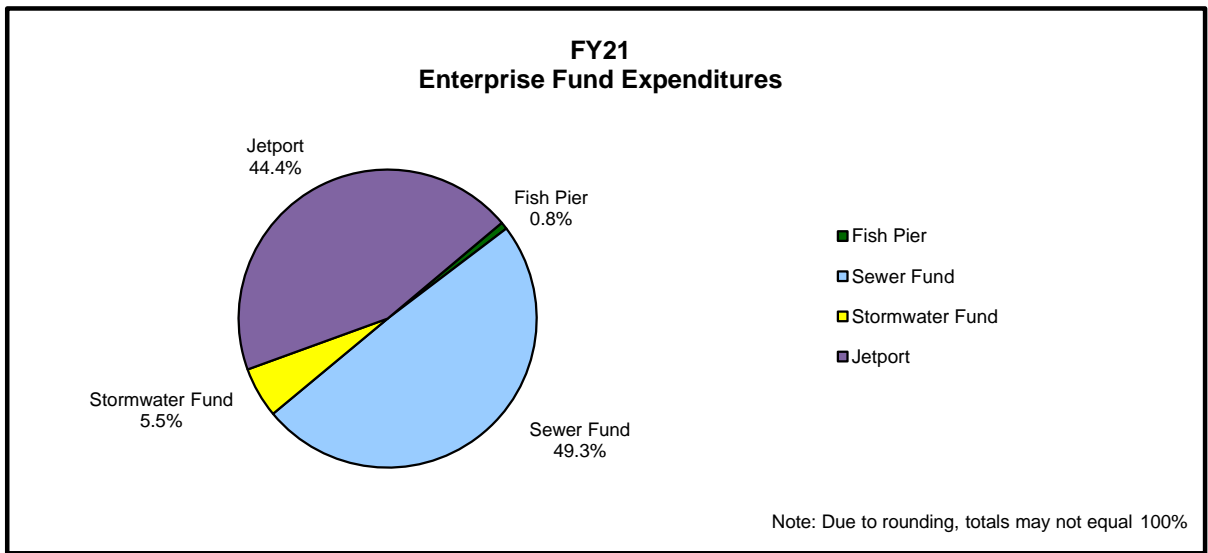
¹ Covid-19 Pandemic began mid-March 2020 (FY20): Significant Revenue Budget Impacts Include Jetport Operations



**CITY OF PORTLAND, MAINE
FY21 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	74,647	98,070	225,000	13,500	0	11,999	423,216
570	Sewer Fund	2,266,198	15,867,745	376,614	255,860	64,255	7,878,246	26,708,918
571	Stormwater Fund	1,007,615	975,651	112,117	130,340	0	747,149	2,972,872
583	Jetport	3,637,790	11,436,699	1,304,983	921,528	2,649,259	4,124,495	24,074,754
Total Enterprise Funds:		\$6,986,250	\$28,378,165	\$2,018,714	\$1,321,228	\$2,713,514	\$12,761,889	\$54,179,760



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.

The FY21 expenditure budget has increased \$34,537, or 8.9%, and reflects the addition of the Waterfront Coordinator salary at 50%. Excluding projected surplus (revenues over expenditures), the FY21 Fish Pier revenue estimate is anticipated to increase \$22,126, or 4.0%.

Department Summary

Department: Public Buildings & Waterfront

Account: 530-35

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	32,000	32,000	32,000	74,647	74,647	74,647
Benefits	0	0	0	11,805	11,805	11,805
Administrative Services	14,594	14,594	14,594	14,594	14,594	14,594
Contractual Services	42,676	42,676	42,476	42,476	42,476	42,476
Maintenance and Repair	225,000	225,000	225,000	225,000	225,000	225,000
Insurance	13,119	13,119	14,195	14,195	14,195	14,195
Supplies	13,500	13,500	13,500	13,500	13,500	13,500
Utilities	35,304	15,000	15,000	15,000	15,000	15,000
Debt Service	12,486	12,486	11,999	11,999	11,999	11,999
Total	388,679	368,375	368,764	423,216	423,216	423,216
Less Revenues	(388,679)	(368,375)	(368,764)	(423,216)	(423,216)	(423,216)
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 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, quarterly or annual fees, based upon water volume, to support the expenses of the fund.

As an Enterprise Fund, expenditures and revenues net to zero. Revenues in excess of expenditures are recorded in the fund balance line.

The FY21 Sewer Fund budgeted expenditures decreased \$323,654 or 1.2%. This reduction is largely due to a decrease in capital outlay requests; the FY20 budget included funds for pump station improvements and driveway paving at 109 District Road, as well as a computer software wastewater modeling and management application. This budget includes a net increase of one full-time position.

Department Summary

Department: Sewer Finance / Public Works

Account: 570

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		2,274,391	2,220,504	2,473,706	2,266,198	2,266,198	2,266,198
Benefits		998,752	906,965	1,041,250	1,034,894	1,034,894	1,034,894
Administrative Services		13,745,799	13,329,580	13,789,722	13,767,194	13,767,194	13,767,194
Contractual Services		897,103	823,313	1,567,025	971,957	971,957	971,957
Maintenance and Repair		359,220	298,186	369,098	278,460	278,460	278,460
Rentals		117,065	95,563	114,952	98,154	98,154	98,154
Insurance		30,729	6,644	790	790	790	790
Supplies		273,701	251,394	282,061	255,860	255,860	255,860
Utilities		112,024	119,249	111,584	92,910	92,910	92,910
Capital Outlay		300,000	75,000	119,255	64,255	64,255	64,255
Debt Service		7,923,788	7,700,343	7,813,408	7,878,246	7,878,246	7,878,246
Total		27,032,572	25,826,741	27,682,851	26,708,918	26,708,918	26,708,918
Summary by Division							
Sewer Finance	(15-300)	141,938	97,002	104,992	104,356	104,356	104,356
Sewer Public Works Administration	(31-100)	838,548	677,692	795,027	741,301	741,301	741,301
Sewer Districting	(31-202)	2,637,279	2,455,626	3,395,169	2,555,803	2,555,803	2,555,803
Sewer Communications	(31-204)	65,808	66,497	68,425	65,378	65,378	65,378
Sewer Engineering	(31-303)	603,082	533,824	654,691	512,695	512,695	512,695
Sewer Debt Service	(31-600)	8,088,788	7,852,923	7,964,908	8,029,746	8,029,746	8,029,746
Sewer Fringe Benefits	(31-700)	1,519,490	1,403,467	1,522,494	1,522,494	1,522,494	1,522,494
Sewer PWD Assessment	(31-800)	13,137,639	12,739,710	13,177,145	13,177,145	13,177,145	13,177,145
Total		27,032,572	25,826,741	27,682,851	26,708,918	26,708,918	26,708,918
Less Revenues		(27,032,572)	(25,826,741)	(27,682,851)	(26,708,918)	(26,708,918)	(26,708,918)
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 FY21 Sewer Finance division's decrease of \$37,582, or 26.5%, is related to the budget reduction in contractual services for the implementation of the city-wide public sector software system.

Division Summary

Department: Finance **Division:** Sewer Finance **Account:** 57015300

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	79,648	76,152	81,882	81,246	81,246	81,246
Administrative Services	5,820	3,000	5,135	5,135	5,135	5,135
Contractual Services	53,620	15,000	15,125	15,125	15,125	15,125
Supplies	2,850	2,850	2,850	2,850	2,850	2,850
Total	141,938	97,002	104,992	104,356	104,356	104,356

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 FY21 Administration expenditures decreased \$97,247, or 11.6%. Budget changes include the reduction of one full-time staff position, as well as the reduction in computer maintenance associated with technology improvements included in the FY20 budget.

Division Summary

Department: Public Works **Division:** Sewer Public Works Administration **Account:** 57031100

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	652,927	555,856	617,776	606,495	606,495	606,495
Benefits	3,192	1,056	3,192	3,192	3,192	3,192
Administrative Services	34,795	25,712	29,015	19,570	19,570	19,570
Contractual Services	30,750	13,287	27,720	26,720	26,720	26,720
Maintenance and Repairs	86,857	56,713	86,897	57,897	57,897	57,897
Rentals	19,677	19,737	19,677	19,677	19,677	19,677
Supplies	10,350	5,331	10,750	7,750	7,750	7,750
Total	838,548	677,692	795,027	741,301	741,301	741,301

Sewer Districting

Sewer Districting is responsible for the maintenance and repair of the City's sanitary sewer and stormwater systems including pump station operations and maintenance, catch basin cleaning, right of way inspections and maintenance, and sewer inspections and investigations.

FY21 program expenditures have decreased \$81,476, or 3.1%. The FY21 budget changes include the net increase of two full-time positions, a decrease in manhole adjustments, an increase in contractual services for TV camera work and pest control, and a reduction in capital outlay related to FY20 projects at 109 District Road.

Division Summary

Department: Public Works

Division: Sewer Districting

Account: 57031202

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,138,065	1,138,250	1,314,960	1,152,646	1,152,646	1,152,646
Benefits	21,781	25,289	31,407	25,407	25,407	25,407
Administrative Services	28,695	35,988	43,250	37,250	37,250	37,250
Contractual Services	518,252	515,190	1,141,964	651,464	651,464	651,464
Maintenance and Repairs	271,501	237,140	278,501	216,834	216,834	216,834
Rentals	93,960	74,160	93,960	77,160	77,160	77,160
Supplies	253,001	235,360	260,288	237,877	237,877	237,877
Utilities	112,024	119,249	111,584	92,910	92,910	92,910
Capital Outlay	200,000	75,000	119,255	64,255	64,255	64,255
Total	2,637,279	2,455,626	3,395,169	2,555,803	2,555,803	2,555,803

Sewer Communications

Public Works Sewer Communications accounts for the associated costs incurred for sewer related functions including service requests, street flooding and Dig Safe requests.

Sewer Communications expenditures are budgeted at one third of the general fund communications costs.

The FY21 expenditure program decrease is \$430 or 0.7%.

Division Summary

Department: Public Works

Division: Sewer Communications

Account: 57031204

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	59,822	61,496	60,461	58,519	58,519	58,519
Benefits	442	442	371	375	375	375
Administrative Services	416	130	333	0	0	0
Contractual Services	983	1,056	2,218	1,900	1,900	1,900
Maintenance and Repairs	167	701	2,805	2,834	2,834	2,834
Rentals	2,678	1,667	565	567	567	567
Supplies	1,300	1,005	1,672	1,183	1,183	1,183
Total	65,808	66,497	68,425	65,378	65,378	65,378

Sewer Engineering

The environmental engineering component of the Engineering division concentrates on sewer and storm water systems and compliance programs. Services include sanitary sewer and storm water system construction and rehabilitation, separation of sewage and storm water systems, investigation of drainage complaints and system failures, various environmental permitting, and enforcement of City ordinances and technical standards for sewage, stormwater and industrial waste discharge. This group is also responsible for the implementation of the Combined Sewer Overflow (CSO) abatement program and the industrial pretreatment program, both federally mandated by the Clean Water Act.

This divisional budget reflects a decrease of \$90,387, or 15.0%, largely due to the FY20 budget appropriation for a geographic information system (GIS) integrated modeling service for the management of stormwater drainage and wastewater collection systems.

Division Summary

Department: Public Works

Division: Sewer Engineering

Account: 57031303

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	343,929	388,750	398,627	367,292	367,292	367,292
Benefits	2,960	1,740	2,960	2,600	2,600	2,600
Administrative Services	20,050	6,655	16,460	9,710	9,710	9,710
Contractual Services	128,498	126,200	228,498	125,248	125,248	125,248
Maintenance and Repairs	695	3,631	895	895	895	895
Rentals	750	0	750	750	750	750
Supplies	6,200	6,848	6,501	6,200	6,200	6,200
Capital Outlay	100,000	0	0	0	0	0
Total	603,082	533,824	654,691	512,695	512,695	512,695

Sewer Debt Service

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

The FY21 Sewer Fund Debt Service expenditures have decreased \$59,042 or 0.7%.

Division Summary

Department: Public Works **Division:** Sewer Debt Service **Account:** 57031600

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Contractual Services	165,000	152,580	151,500	151,500	151,500	151,500
Debt Service	7,923,788	7,700,343	7,813,408	7,878,246	7,878,246	7,878,246
Total	8,088,788	7,852,923	7,964,908	8,029,746	8,029,746	8,029,746

Sewer Fringe Benefits

The Fringe Benefits account provides for the sewer fund's portion of the employees' fringe benefit costs as well as its share of the administrative services provided by the City's staff departments.

The FY21 Sewer Fringe Benefits projected expenditures remain fairly flat, a \$3,004 or 0.2% increase.

Division Summary

Department: Public Works **Division:** Sewer Fringe Benefits **Account:** 57031700

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Benefits	970,377	878,439	1,003,320	1,003,320	1,003,320	1,003,320
Administrative Services	518,384	518,384	518,384	518,384	518,384	518,384
Insurance	30,729	6,644	790	790	790	790
Total	1,519,490	1,403,467	1,522,494	1,522,494	1,522,494	1,522,494

Sewer PWD Assessment

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

The FY21 PWD Assessment's increase is projected at \$39,506 or 0.3%.

Division Summary

Department: Public Works

Division: Sewer PWD Assessment

Account: 57031800

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Administrative Services	13,137,639	12,739,710	13,177,145	13,177,145	13,177,145	13,177,145
Total	13,137,639	12,739,710	13,177,145	13,177,145	13,177,145	13,177,145

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 and separating from the Sewer Fund, was designed to disperse the program costs to all City property owners who benefit from the positive impacts of this investment. The stormwater fee is based on the impervious area on a property.

The FY21 budgeted expenditures increased \$184,053, or 6.6%, largely attributed to the projected increase in benefit and debt service costs. FY21 budget changes also include the reduction of one full-time position and a contractual services line increase with regards to the watershed assessment per MS4 permit requirements and an update to the Stormwater Management Plan.

Department Summary

Department: Stormwater Finance / Public Works

Account: 571

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	982,030	965,359	1,099,782	1,007,615	1,007,615	1,007,615
Benefits	219,571	274,255	335,296	335,296	335,296	335,296
Administrative Services	179,220	133,756	160,290	153,915	153,915	153,915
Contractual Services	442,458	351,660	979,259	484,440	484,440	484,440
Maintenance and Repair	82,500	62,250	61,500	61,500	61,500	61,500
Rentals	64,617	38,617	64,617	50,617	50,617	50,617
Insurance	0	1,988	2,000	2,000	2,000	2,000
Supplies	143,020	133,350	143,470	130,340	130,340	130,340
Capital Outlay	0	280,000	0	0	0	0
Debt Service	675,421	637,158	1,208,201	747,149	747,149	747,149
Total	2,788,837	2,878,393	4,054,415	2,972,872	2,972,872	2,972,872
Summary by Division						
Stormwater Finance Administration (15-100)	275,145	225,798	286,623	266,228	266,228	266,228
Stormwater Management (31-500)	1,543,268	1,665,692	2,148,703	1,548,607	1,548,607	1,548,607
Stormwater Debt Service (31-600)	685,421	645,008	1,216,001	754,949	754,949	754,949
Stormwater Fringe Benefits (31-700)	285,003	341,895	403,088	403,088	403,088	403,088
Total	2,788,837	2,878,393	4,054,415	2,972,872	2,972,872	2,972,872
Less Revenues	(2,788,837)	(2,878,393)	(4,054,415)	(2,972,872)	(2,972,872)	(2,972,872)
Net Department Total	0	0	0	0	0	0

Stormwater Finance Administration

The Stormwater Finance division provides billing, collection and customer service to all property owners in the City of Portland.

The FY21 Stormwater Finance division's expenditures have decreased \$8,917, or 3.2%, primarily due to decreases in the contractual service line items.

Division Summary

Department: Finance **Division:** Stormwater Finance Administration **Account:** 57115100

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	168,104	166,359	179,581	171,005	171,005	171,005
Administrative Services	46,953	30,704	46,953	44,953	44,953	44,953
Contractual Services	54,938	23,585	54,939	45,120	45,120	45,120
Supplies	5,150	5,150	5,150	5,150	5,150	5,150
Total	275,145	225,798	286,623	266,228	266,228	266,228

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 FY21 expenditures increased slightly by \$5,339, or 0.3%. FY21 budget changes include reductions of one full-time staff position, right-of-way work and vehicle repair. The FY21 budget also includes an increase in contractual services for watershed assessment and an update to the Stormwater Management Plan.

Division Summary

Department: Public Works	Division: Stormwater Management				Account: 57131500	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	813,926	799,000	920,201	836,610	836,610	836,610
Benefits	3,420	3,200	3,060	3,060	3,060	3,060
Administrative Services	63,415	34,200	44,485	40,110	40,110	40,110
Contractual Services	377,520	320,225	916,520	431,520	431,520	431,520
Maintenance and Repairs	82,500	62,250	61,500	61,500	61,500	61,500
Rentals	64,617	38,617	64,617	50,617	50,617	50,617
Supplies	137,870	128,200	138,320	125,190	125,190	125,190
Capital Outlay	0	280,000	0	0	0	0
Total	1,543,268	1,665,692	2,148,703	1,548,607	1,548,607	1,548,607

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.

The FY21 Stormwater Debt Service projected increase is \$69,528 or 10.1%.

Division Summary

Department: Public Works **Division:** Stormwater Debt Service **Account:** 57131600

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Contractual Services	10,000	7,850	7,800	7,800	7,800	7,800
Debt Service	675,421	637,158	1,208,201	747,149	747,149	747,149
Total	685,421	645,008	1,216,001	754,949	754,949	754,949

Stormwater Fringe Benefits

The Fringe Benefits account provides for the stormwater fund's portion of the employees' fringe benefit costs as well as its share of the administrative services provided by the City's staff departments.

The FY21 Stormwater Fringe Benefits budgeted expenditures increased \$118,085 or 41.4%.

Division Summary

Department: Public Works **Division:** Stormwater Fringe Benefits **Account:** 57131700

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Benefits	216,151	271,055	332,236	332,236	332,236	332,236
Administrative Services	68,852	68,852	68,852	68,852	68,852	68,852
Insurance	0	1,988	2,000	2,000	2,000	2,000
Total	285,003	341,895	403,088	403,088	403,088	403,088

Jetport Fund

The Portland International Jetport provides commercial air service to over 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, whereas in the case of FY21, expenditures in excess of revenues are projected under revenue or use of Jetport Fund Balance.

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 pandemic continues to have a profound financial impact on the Jetport as COVID-19 travel restrictions have reduced the use of air travel worldwide. The Jetport's overall FY21 expenditure budget, excluding FY20 anticipated surplus, has decreased \$1,701,897 or 6.6%. FY21 projected revenues, without the use of FY21 fund balance, have decreased by \$10,411,367 or 39.2%; airline and parking revenue are the Jetport's largest revenue streams, followed then by car rental commissions. Prior to the pandemic, the Portland International Jetport was breaking passenger records in each of the past four years (2016-2019) as well as in the two months prior to the onset on the pandemic in March of 2020.

Department Summary

Department: Jetport **Account:** 583-28

		FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown							
Payroll		3,749,872	3,151,019	3,779,146	3,637,790	3,637,790	3,637,790
Benefits		2,412,846	2,224,529	2,475,450	2,416,394	2,416,394	2,416,394
Administrative Services		1,753,185	761,997	1,524,133	866,611	866,611	866,611
Contractual Services		5,680,615	4,989,376	5,474,235	4,810,423	4,810,423	4,810,423
Maintenance and Repair		1,225,320	1,202,045	1,269,775	1,285,775	1,285,775	1,285,775
Rentals		22,670	19,654	97,208	19,208	19,208	19,208
Insurance		187,568	160,331	182,485	182,485	182,485	182,485
Supplies		1,039,092	700,228	1,206,765	921,528	921,528	921,528
Utilities		1,398,547	1,287,079	1,298,831	1,298,831	1,298,831	1,298,831
Contributions		1,741,102	1,497,396	2,144,225	1,861,955	1,861,955	1,861,955
Capital Outlay		3,232,645	2,372,188	3,611,759	2,649,259	2,649,259	2,649,259
Debt Service		4,134,813	4,134,813	4,122,395	4,124,495	4,124,495	4,124,495
Total		26,578,275	22,500,655	27,186,407	24,074,754	24,074,754	24,074,754
Summary by Division							
Jetport Administration	(28-101)	1,221,479	1,098,822	1,247,755	1,145,365	1,145,365	1,145,365
Jetport Marketing	(28-102)	598,640	387,425	545,140	411,140	411,140	411,140
Jetport Fringe and Indirect Costs	(28-103)	4,084,313	3,722,276	4,628,889	4,288,163	4,288,163	4,288,163
Jetport Field	(28-200)	4,577,799	3,465,571	4,656,439	4,220,698	4,220,698	4,220,698
Jetport General Aviation	(28-300)	17,168	15,268	17,168	17,168	17,168	17,168
Jetport Operations	(28-400)	2,702,802	2,460,018	2,564,318	2,363,263	2,363,263	2,363,263
Jetport Terminal Division	(28-500)	6,992,649	5,642,924	7,571,101	6,396,682	6,396,682	6,396,682
Jetport Parking Division	(28-600)	4,907,020	5,034,725	4,720,144	4,557,244	4,557,244	4,557,244
Jetport Airfield Deicing Facility	(28-700)	674,781	673,626	675,031	675,031	675,031	675,031
Jetport Surplus	(28-900)	801,624	0	560,422	0	0	0
Total		26,578,275	22,500,655	27,186,407	24,074,754	24,074,754	24,074,754
Less Revenues		(26,578,275)	(22,500,655)	(27,186,407)	(24,074,754)	(24,074,754)	(24,074,754)
Net Department Total		0	0	0	0	0	0

Jetport Administration

Jetport Administration is responsible for the day-to-day management of the Jetport and for planning future operations. Administration services include property management, payroll, accounts payable and accounts receivable, budgeting and human resources functions.

The FY21 Administration budget decreased by \$76,114, or 6.2%. FY21 budget changes include the elimination of the Marking & Communication Coordinator position, contractual service reductions, and the removal of a FY20 hybrid vehicle budget item, as well as increases both in the training and computer & technology lines.

Division Summary

Department: Jetport

Division: Jetport Administration

Account: 58328101

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	849,572	746,031	901,270	798,880	798,880	798,880
Benefits	2,200	2,121	3,688	3,688	3,688	3,688
Administrative Services	70,118	59,632	90,378	90,378	90,378	90,378
Contractual Services	217,300	250,681	162,450	162,450	162,450	162,450
Maintenance and Repairs	8,146	8,086	8,646	8,646	8,646	8,646
Rentals	4,200	5,953	4,200	4,200	4,200	4,200
Supplies	24,463	13,408	61,463	61,463	61,463	61,463
Utilities	7,980	12,910	15,660	15,660	15,660	15,660
Capital Outlay	37,500	0	0	0	0	0
Total	1,221,479	1,098,822	1,247,755	1,145,365	1,145,365	1,145,365

Jetport Marketing

Jetport Marketing, a program under the Jetport Administration division, coordinates marketing, advertising, promotional, and public relation services for the Jetport.

The FY21 Marketing expenditures decreased \$187,500, or 31.3%, essentially due to the slowdown in air travel activity during the pandemic.

Division Summary

Department: Jetport

Division: Jetport Marketing

Account: 58328102

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	6,750	0	6,750	6,750	6,750	6,750
Administrative Services	167,390	114,260	163,890	119,890	119,890	119,890
Contractual Services	417,000	272,975	367,000	277,000	277,000	277,000
Supplies	7,500	190	7,500	7,500	7,500	7,500
Total	598,640	387,425	545,140	411,140	411,140	411,140

Jetport Fringe and Indirect Costs

The Jetport's Fringe and Indirect Costs, a program under the Jetport Administration division, reimburses the City's General Fund for expenses incurred for their services including employee benefits, general liability insurance, the Fire Department's Air Rescue Station and Medcu services, and chargebacks for City-provided departmental services including Executive, Finance, Legal, Human Resources and Information Technology.

The FY21 budgeted expenditures have increased by \$203,850, or 5.0%.

Division Summary

Department: Jetport **Division:** Jetport Fringe and Indirect Costs **Account:** 58328103

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Benefits	2,248,653	2,180,765	2,406,374	2,347,918	2,347,918	2,347,918
Administrative Services	570,411	506,414	570,411	570,411	570,411	570,411
Insurance	187,568	160,331	182,485	182,485	182,485	182,485
Contributions	1,077,681	874,766	1,469,619	1,187,349	1,187,349	1,187,349
Total	4,084,313	3,722,276	4,628,889	4,288,163	4,288,163	4,288,163

Jetport Field

The Jetport Field division maintains the runways, taxiways and all other surfaces inside the security fence at the airport, keeping them safe for arriving and departing aircraft. Division responsibilities include mowing, snow removal and fleet maintenance.

The FY21 expenditures have decreased by \$357,101 or 7.8%. This budget incorporates several changes including a reduction in winter operation supplies and services, pavement marking expenses, and changes to the FY21 capital expenses. The FY21 budget includes increases in vehicle maintenance & repair, as well as capital outlay appropriations for crack sealing equipment and a radio upgrade.

Division Summary

Department: Jetport **Division:** Jetport Field **Account:** 58328200

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,025,415	949,093	1,027,075	1,019,284	1,019,284	1,019,284
Benefits	100,498	24,524	41,748	41,748	41,748	41,748
Administrative Services	32,515	24,214	32,115	10,115	10,115	10,115
Contractual Services	1,178,311	865,608	1,005,678	957,678	957,678	957,678
Maintenance and Repairs	508,647	442,195	544,647	544,647	544,647	544,647
Rentals	10,258	2,281	85,008	7,008	7,008	7,008
Supplies	807,150	519,013	870,491	635,541	635,541	635,541
Utilities	162,820	130,484	132,677	132,677	132,677	132,677
Capital Outlay	752,185	508,159	917,000	872,000	872,000	872,000
Total	4,577,799	3,465,571	4,656,439	4,220,698	4,220,698	4,220,698

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 General Aviation expenditures remain flat for FY21, with revenues projected to decrease \$33,820 or 13.7%.

Division Summary

Department: Jetport	Division: Jetport General Aviation				Account: 58328300	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	500	0	500	500	500	500
Contractual Services	15,168	15,168	15,168	15,168	15,168	15,168
Maintenance and Repairs	1,500	100	1,500	1,500	1,500	1,500
Total	17,168	15,268	17,168	17,168	17,168	17,168
Less Revenues	(246,500)	(206,558)	(265,850)	(212,680)	(212,680)	(212,680)
Net Division Total	(229,332)	(191,290)	(248,682)	(195,512)	(195,512)	(195,512)

Jetport Operations

The Jetport Operations division performs all administrative and operational activities related to security and operations at the Jetport. These activities include observing all federally mandated TSA security and FAA operations regulations. The division oversees the maintenance of all security related equipment including cameras and monitors, computer equipment, and security doors and gates. The division is also responsible for processing employee background checks and issuing employee ID badges. The Operations Center provides communications, technical, and operations support to all areas of the airport, as well as monitoring flight information and providing a point of contact for the public, the airlines, and the airport businesses on property. The costs of the police officers that serve at the Jetport are also paid from this division.

The FY21 Operations division's expenditure budget has decreased by \$339,539, or 12.6%, attributed to the pandemic environment. FY21 budget reductions include one full-time manager position, contracted security, and capital outlay requests. Miscellaneous revenue is anticipated to decrease \$20,625 or 35.5%.

Division Summary

Department: Jetport **Division:** Jetport Operations **Account:** 58328400

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	1,004,221	699,066	945,378	921,948	921,948	921,948
Benefits	52,305	10,981	15,280	14,680	14,680	14,680
Administrative Services	58,935	40,665	62,005	46,305	46,305	46,305
Contractual Services	552,988	739,371	622,655	511,617	511,617	511,617
Maintenance and Repairs	24,223	23,026	26,000	62,000	62,000	62,000
Supplies	55,375	33,156	67,875	44,088	44,088	44,088
Utilities	8,256	8,045	8,760	8,760	8,760	8,760
Contributions	663,421	622,630	674,606	674,606	674,606	674,606
Capital Outlay	283,078	283,078	141,759	79,259	79,259	79,259
Total	2,702,802	2,460,018	2,564,318	2,363,263	2,363,263	2,363,263
Less Revenues	(58,125)	(38,004)	(58,125)	(37,500)	(37,500)	(37,500)
Net Division Total	2,644,677	2,422,014	2,506,193	2,325,763	2,325,763	2,325,763

Jetport Terminal Division

The Terminal division oversees all of the activities involving the supervision of the passenger terminal, including the interior and exterior terminal cleaning and maintenance. The terminal division's engineering section is responsible for the planning, design and management of major terminal improvements.

The FY21 expenditures are projected to decrease by \$595,967, or 8.5%, largely as a response to the COVID-19 impact on the airport. This budget's expenditures include reductions in several contractual services items, including the FY20 appropriation for an asset management system, capital outlay requests and utilities.

Division Summary

Department: Jetport

Division: Jetport Terminal Division

Account: 58328500

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	846,914	744,076	881,673	873,928	873,928	873,928
Benefits	9,190	6,138	8,360	8,360	8,360	8,360
Administrative Services	51,032	16,432	43,752	28,352	28,352	28,352
Contractual Services	2,540,127	2,098,568	2,541,558	2,126,784	2,126,784	2,126,784
Maintenance and Repairs	572,125	647,751	578,303	558,303	558,303	558,303
Rentals	7,712	10,478	7,500	7,500	7,500	7,500
Supplies	124,491	129,157	179,072	152,572	152,572	152,572
Utilities	1,214,295	1,126,266	1,136,538	1,136,538	1,136,538	1,136,538
Capital Outlay	1,115,000	352,295	1,695,000	1,005,000	1,005,000	1,005,000
Debt Service	511,763	511,763	499,345	499,345	499,345	499,345
Total	6,992,649	5,642,924	7,571,101	6,396,682	6,396,682	6,396,682

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 FY21 Jetport Parking division expenditures have decreased by \$349,776, or 7.1%, due to the annual capital outlay request changes. Parking revenues are projected to decrease significantly by \$3,969,035, or 46.2%, due to COVID-19 travel restrictions.

Division Summary

Department: Jetport **Division:** Jetport Parking Division **Account:** 58328600

	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	14,500	12,753	14,500	14,500	14,500	14,500
Administrative Services	1,160	380	1,160	1,160	1,160	1,160
Contractual Services	97,015	84,299	97,020	97,020	97,020	97,020
Maintenance and Repairs	101,729	71,092	101,729	101,729	101,729	101,729
Rentals	500	942	500	500	500	500
Supplies	18,988	4,179	18,989	18,989	18,989	18,989
Utilities	5,196	9,374	5,196	5,196	5,196	5,196
Capital Outlay	1,044,882	1,228,656	858,000	693,000	693,000	693,000
Debt Service	3,623,050	3,623,050	3,623,050	3,625,150	3,625,150	3,625,150
Total	4,907,020	5,034,725	4,720,144	4,557,244	4,557,244	4,557,244
Less Revenues	(8,585,042)	(5,239,892)	(8,628,698)	(4,616,007)	(4,616,007)	(4,616,007)
Net Division Total	(3,678,022)	(205,167)	(3,908,554)	(58,763)	(58,763)	(58,763)

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	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Payroll	2,000	0	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	9,795	8,950	8,950	8,950	8,950
Supplies	1,125	1,125	1,375	1,375	1,375	1,375
Total	674,781	673,626	675,031	675,031	675,031	675,031
Less Revenues	(717,789)	(717,768)	(732,000)	(732,000)	(732,000)	(732,000)
Net Division Total	(43,008)	(44,142)	(56,969)	(56,969)	(56,969)	(56,969)

Jetport Surplus

The Jetport surplus is determined annually by calculating total revenues minus total expenses, including capital purchases. As an enterprise fund, this entity is self-supporting and under normal operating conditions displays a varying operating budget annual surplus. In FY21, however, due to the coronavirus pandemic outbreak, the Jetport's projected expenditures exceed the projected revenues; the difference between the excess of expenses over revenues is balanced by the use of surplus to reflect an overall net zero budget for the Jetport Fund.

The FY21 surplus division expenditure budget reflects a decrease of \$801,624, or 100.0%.

Division Summary

Department: Jetport	Division: Jetport Surplus				Account: 58328900	
	FY20 Approp.	FY20 Projected Expend.	FY21 Department Submission	FY21 Manager's Recomm.	FY21 Finance Comm.	FY21 Final Allowance
Classification Breakdown						
Administrative Services	801,624	0	560,422	0	0	0
Total	801,624	0	560,422	0	0	0
Less Revenues	0	(1,469,376)	0	(7,907,846)	(7,907,846)	(7,907,846)
Net Division Total	801,624	(1,469,376)	560,422	(7,907,846)	(7,907,846)	(7,907,846)

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 2020-2021 the City allocated \$2,081,348, which is comprised of \$1,932,763 in direct allocation from HCD, \$8,585 from program income, and \$0 from re-programmed funds; additional sources of 2020-2021 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 2020-2021, the City proposes to utilize \$1,053,039 of HOME funds and \$150,000 of Program Income for a HOME Consortium between the City (\$770,647) and Cumberland County (\$432,611) for the development of new rental housing, 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 2020-2021 ESG entitlement allocation of \$166,383 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. Administered by the Housing & Economic Development Department, UDAG funds 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 2020-2021 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 2020-2021 Annual Action Plan issued by the Department of Housing and Economic 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 Availability***
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 Catholic Charities Immigrant Legal Advocacy Project (ILAP).
3. Address the Needs of the Growing Homeless Population includes Public Health's Mobile Medical Outreach Project, Social Services division's Long Term Stayers Community Integration & Landlord Outreach Project, Furniture Friends Basic Necessities Program, Milestone HOME Team, Preble Street's Food Programs, Teen Shelter & Women's Shelter, and the Wayside Food Programs.

DEVELOPMENT ACTIVITY FUNDING

1. Neighborhood Investment and Infrastructure includes Recreation's Riverton Elementary School ADA Inclusive Playground, Public Works Bayside Area Sidewalk and Freshman Alley Lighting, First Parish Church Accessibility Project, and Maine Irish Heritage's Front Stairway Restoration and Center Upper Sanctuary Accessibility Projects.
2. Housing Availability includes Community Housing of Maine Middle Street Apartments, Port Resources Group Home Heat Pump Project, and Portland Housing Development Corporation Washington Gardens.
3. Economic Opportunity includes Catherine Morrill Day Nursery Energy Efficiency Improvement Plan and the Nursery Life Safety Repairs Project, Economic Development division's Business Assistance Program, and CEI Portland Microenterprise Assistance Program.

PROGRAM PLANNING & ADMINISTRATION

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

1. The Department of Housing & Economic Development provides Administration, Housing & Community Development, and Citizen Participation services. The Department of Planning and Urban Development provides Planning services. These services are all 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
FY21

Programs	Yr. XXXXIV Allocation	Yr. XXXXV Request	Council Approval	Final Approval
Program Activities:				
I. Public Services (Social Services) ¹	\$669,998	\$1,190,050	\$664,250	\$664,250
II. Development Activity Funding ²	954,855	2,196,715	992,098	992,098
III. Program Planning and Administration ³	417,713	419,184	424,999	424,999
Total CDBG Budget	\$2,042,566	\$3,805,949	\$2,081,348	\$2,081,348

*Due to rounding, totals may not equal 100%

Sources of Funds:	<u>FY20</u>	<u>FY21</u>
Entitlement Grant	\$1,893,566	\$1,932,763
Program Income	9,000	8,585
Surplus Funds	0	0
TIF Revenue	120,000	120,000
Cotton Street Lot Sale Proceeds	20,000	20,000
Total Sources of Funds	\$2,042,566	\$2,081,348
HUD Administrative Cap	\$387,713	\$395,196
HUD Social Services Public Services Cap	\$649,998	\$644,347

I. Public Services (Social Services)

A. Neighborhood Investment and Infrastructure

1. Candy's Community and Organizational Incubator	\$0	\$89,040	\$0	\$0
2. City of Portland / Community Policing (Parkside, Bayside, Munjoy Hill, West End)	150,000	150,000	150,000	150,000

Total Neighborhood Investment and Infrastructure	\$150,000	\$239,040	\$150,000	\$150,000
--	-----------	-----------	-----------	-----------

B. Housing Availability

	\$0	\$0	\$0	\$0
--	-----	-----	-----	-----

Total Housing Availability	\$0	\$0	\$0	\$0
----------------------------	-----	-----	-----	-----

C. Economic Opportunity

1. Catherine Morrill Day Nursery Child Care Voucher Program	\$75,049	\$83,755	\$48,879	\$48,879
2. Catholic Charities & Immigrant Legal Advocacy Project (ILAP)	0	93,811	84,430	84,430
3. Coastal Communities Workforce Portland Teens Work	0	149,787	0	0
4. Portland Adult Education New Mainers Resource Center Job Search Support Program	44,077	53,900	0	0

Total Economic Opportunity	\$119,126	\$381,253	\$133,309	\$133,309
----------------------------	-----------	-----------	-----------	-----------

City of Portland, Maine
Housing and Community Development Program
FY21

Programs	Yr. XXXXIV Allocation	Yr. XXXXV Request	Council Approval	Final Approval
D. Address the Needs of the Growing Homeless Population				
1. Amistad & Portland Downtown Peer Outreach Worker Program (POW)	\$51,264	\$125,000	\$0	\$0
2. City of Portland / Public Health Mobile Medical Outreach Project	29,944	75,000	67,500	67,500
3. City of Portland / SS Oxford Street Shelter Long Term Stayers Program	56,469	71,049	63,847	63,847
4. Furniture Friends Basic Necessities Program ¹	0	25,000	22,500	22,500
5. Hope Acts Housing Readiness Program	0	30,000	0	0
6. Milestone HOME Team	113,844	120,000	108,000	108,000
7. Preble Street Food Programs	43,496	43,568	43,568	43,568
8. Preble Street Joe Kreisler Teen Shelter	10,000	26,140	23,526	23,526
9. Preble Street Women's Shelter (Florence House)	10,000	20,000	18,000	18,000
10. Spurwink Adult Behavioral Health Opioid Treatment Program	51,915	0	0	0
11. Wayside Food Programs	33,940	34,000	34,000	34,000
Total Address the Needs of the Growing Homeless Population	\$400,872	\$569,757	\$380,941	\$380,941
Total Public Services (Social Services)	\$669,998	\$1,190,050	\$664,250	\$664,250

II. Development Activity Funding

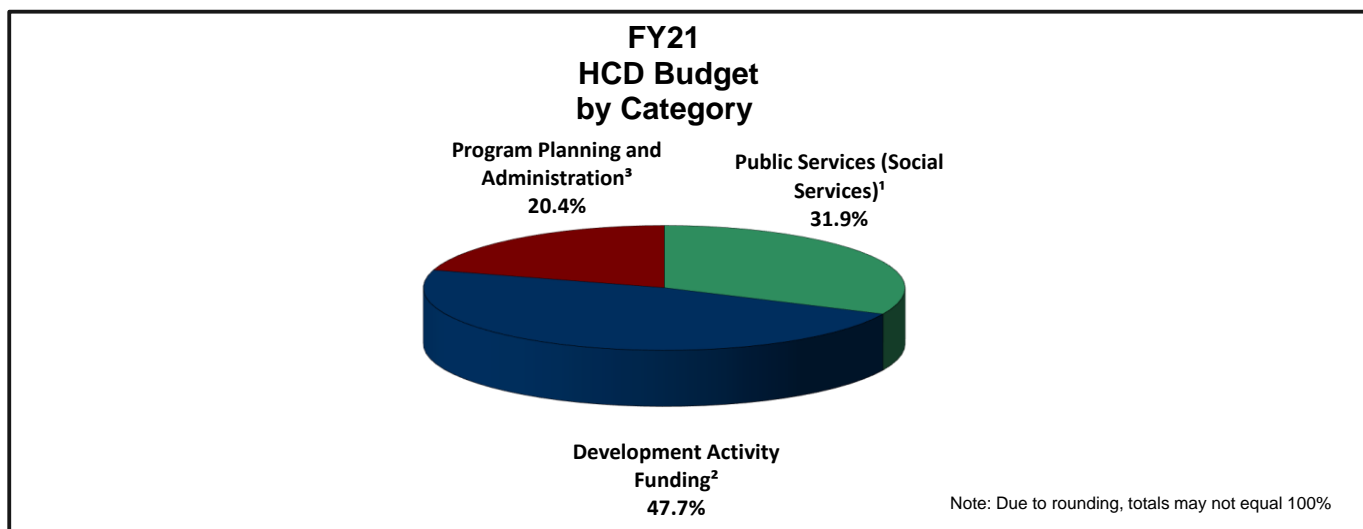
A. Neighborhood Investment and Infrastructure				
1. Boys & Girls Club Energy Efficiency Upgrades	\$49,935	\$0	\$0	\$0
2. City of Portland / Fire / Bramhall Station Fire Alarm System	0	40,000	0	0
3. City of Portland / Parks & Recreation / Riverton Elementary School ADA Inclusive Playground	0	40,680	40,680	40,680
4. City of Portland / Portland Downtown Bicycle Infrastructure Improvements	23,942	0	0	0
5. City of Portland / Public Works / Bayside Area Sidewalk ²	0	249,000	199,000	199,000
6. City of Portland / Public Works / Elm Street Sidewalk	312,607	0	0	0
7. City of Portland / Public Works / Freshman Alley Lighting	0	50,000	50,000	50,000
8. City of Portland / Public Works / Kennebec Street Lighting	102,869	0	0	0
9. City of Portland / Public Works / Sidewalk Curb Ramp ADA Improvements	0	50,000	0	0
10. First Parish Church "A Chruch for EveryBODY" Accessibility Project	0	75,000	50,000	50,000
11. Maine Irish Heritage Center Front Stairway Restoration	0	17,000	17,000	17,000
12. Maine Irish Heritage Center Upper Sanctuary Accessibility	0	15,000	15,000	15,000
13. Mayo Street Arts Wheelchair Access Ramp	74,904	0	0	0
14. Port Resources Group Home Rehab	16,077	0	0	0
15. Portland Museum of Art Main Entrance Accessibility Improvements	0	247,960	0	0
Total Neighborhood Investment and Infrastructure	\$580,334	\$784,640	\$371,680	\$371,680
B. Housing Availability				
1. Alpha One Critical Access Ramp Program	\$39,947	\$0	\$0	\$0
2. Community Housing of Maine Middle Street Apartments	0	200,000	200,000	200,000
3. Port Resources Group Homes Heat Pump Project	0	21,000	21,000	21,000
4. Portland Housing Authority Franklin Towers Security Upgrades	0	142,000	0	0
5. Portland Housing Development Corporation Washington Gardens	0	184,150	184,150	184,150
6. Portland Housing Development Corporation Harbor Terrace	0	155,000	0	0
Total Housing Availability	\$39,947	\$702,150	\$405,150	\$405,150

City of Portland, Maine
Housing and Community Development Program
FY21

Programs	Yr. XXXXIV Allocation	Yr. XXXXV Request	Council Approval	Final Approval
C. Economic Opportunity				
1. Bethel Kids Care Rehabilitation of the existing Childcare Building	\$0	\$180,631	\$0	\$0
2. Catherine Morrill Day Nursery Energy Efficiency Improvement Plan	0	59,724	59,724	59,724
3. Catherine Morrill Day Nursery Life Safety Repairs Project	0	30,300	30,300	30,300
4. City of Portland / Economic Development / Business Assistance Program (BAP)	204,742	205,000	77,244	77,244
5. City of Portland / Economic Development / Forest Avenue Façade	0	150,000	0	0
6. City of Portland / Office for Economic Opportunity / Hungry for Success	0	36,270	0	0
7. Coastal Enterprises, Inc. Microenterprise Assistance Program (PMAP)	47,937	48,000	48,000	48,000
8. Learning Works Renovation of Historic Education Facility	81,895	0	0	0
Total Economic Opportunity	\$334,574	\$709,925	\$215,268	\$215,268
D. Address the Needs of the Growing Homeless Population				
Total Address the Needs of the Growing Homeless Population	\$0	\$0	\$0	\$0
Total Development Activity Funding	\$954,855	\$2,196,715	\$992,098	\$992,098

III. Program Planning and Administration

1. Housing & Community Development ³	\$347,815	\$373,071	\$312,534	\$312,534
2. Planning Division	22,755	22,439	23,238	23,238
3. HCD Housing Staff	36,741	13,272	79,022	79,022
4. Citizen Participation	5,402	5,402	5,205	5,205
5. Finance Department & Audit	5,000	5,000	5,000	5,000
Total Program Planning and Administration	\$417,713	\$419,184	\$424,999	\$424,999



Notes:

¹ FY20 & FY21 Funding Sources Include \$20k from the Cotton Street Lot Land Sale Proceeds

² FY20 & FY21 Funding Sources Include \$90k from the Bayside TIF

³ FY20 & FY21 Funding Sources Include \$30k from the Bayside TIF for the Planning & Urban Development Director's Salary



Portland, Maine

Yes. Life's good here.

This page intentionally left blank.

City of Portland, Maine

Board of Education

Roberto Rodriguez
School Board Chair
At Large
(2022)

Abusana “Micky” Bondo
District 1
(2021)

Marnie Morrione
District 5
(2020)

Emily Figdor
District 2
(2021)

Mark Balfantz
At Large
(2020)

Adam Burk
District 3
(2022)

Sarah J. Thompson
At Large
(2021)

Timothy Atkinson
District 4
(2020)

Anna Trevorrow
At Large
(2022)

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 FY2021 School budget was approved by the voters July 14, 2020.

Revenues

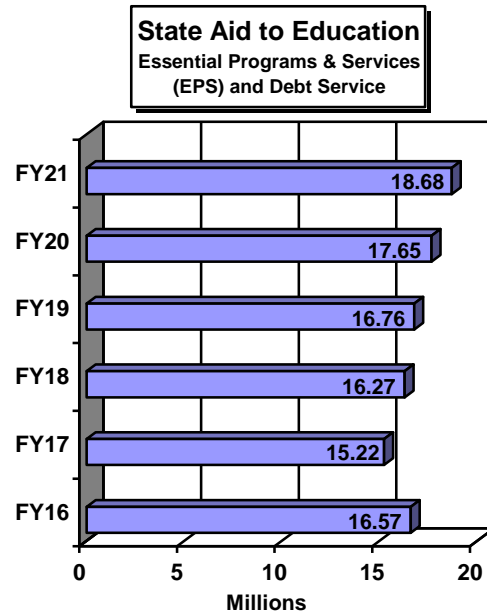
The funding sources for Education, other than Property Taxes, are summarized into four major categories - General Fund, Adult Education, Food Service, and Other Revenue. The property tax funds 78.7% of the FY21 Education budget.

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 15.6% of the School's FY21 Budget.

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



Note: FY20 and FY21 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.

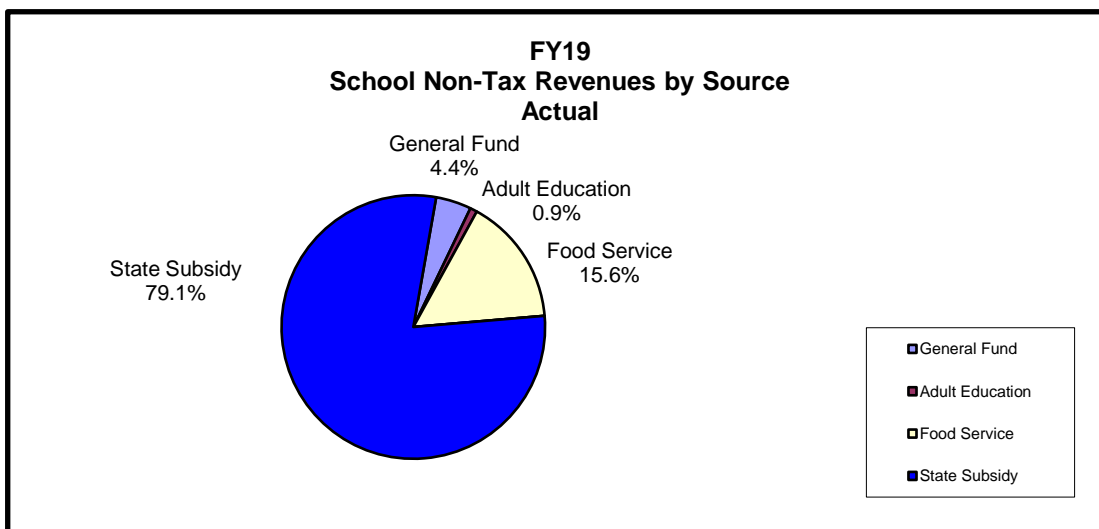
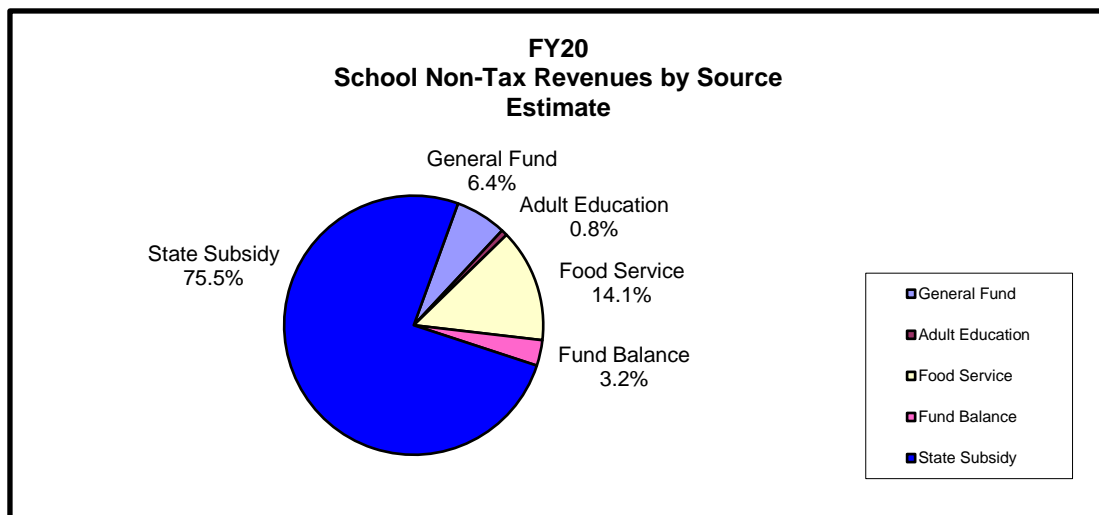
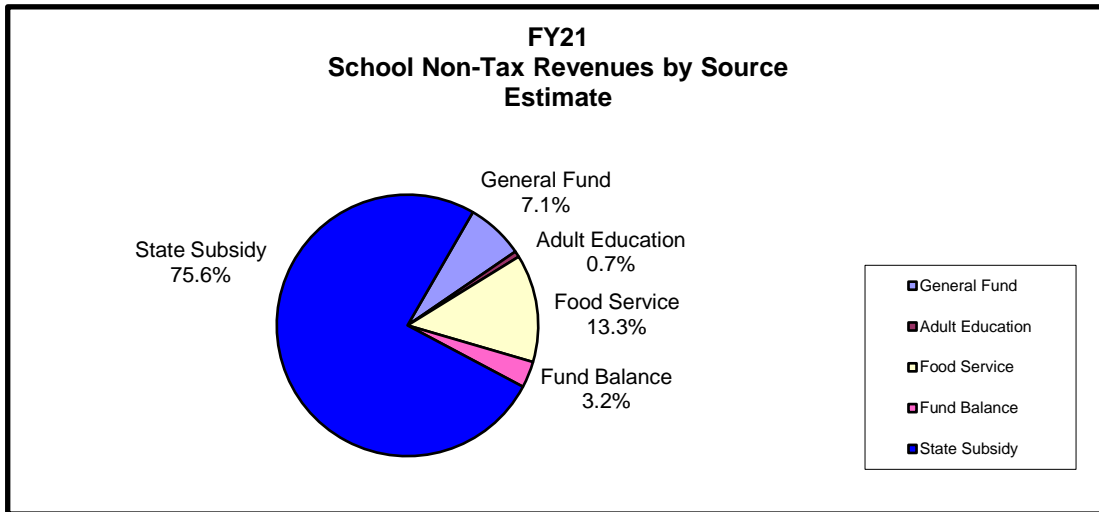
City of Portland, Maine
Comparative Statement of Revenues
School Department

	FY19 Actual	FY20 Estimate	FY21 Estimate
General Fund			
30-1322 Tuition - Public K-8	\$127,224	\$90,000	\$140,000
30-1324 Tuition - Public 9-12 (Long Island, GBSD)	99,090	90,000	100,000
30-1363 Tuition - Summer School 9-12	10,800	10,000	10,000
30-1397 PATHS - Tuition Gov't Svc in State	14,791	-	-
30-1440 Transportation - Other Organizations	95,840	125,000	90,000
30-1510 Interest on Investments- Russell Trust Fund	3,000	3,000	3,000
30-1712 Admissions 9-12	14,316	15,000	15,000
30-1910 Custodian Service - Building Rentals	49,721	60,000	52,000
30-1960 Miscellaneous Local Revenue	9,156	10,000	10,000
30-1991 Miscellaneous Sales & Refunds	-	500	500
30-3120 State Agency Client	199,496	250,000	220,000
30-3150 Nat'l Board - Prof Teaching Salary Supplement	33,996	54,900	49,500
30-4585 MaineCare Medicaid Reimbursement	226,115	682,928	970,000
30-4810 Federal Impact Aid	64,432	45,000	55,000
30-5223 Indirect Cost Recovery	-	100,000	100,000
Total General Fund	\$947,977	\$1,536,328	\$1,815,000
Adult Education			
30-1317 Tuition - Individual / Enrichment	\$122,847	\$125,000	\$130,000
30-1319 Tuition - Individual & Voc	47,258	40,000	40,000
30-1359 Tuition - Other (Academic)	18,488	20,000	20,000
Total Adult Education	\$188,593	\$185,000	\$190,000
TOTAL GENERAL FUND REVENUE (Including Adult Education)	\$1,136,570	\$1,721,328	\$2,005,000
Food Service			
30-1611 Daily Sales - Lunch Program	\$301,301	\$270,000	\$292,063
30-1620 Daily Sales - a la Carte & Adults	114,158	125,000	104,814
30-1630 Special Functions	17,570	10,000	10,000
30-1910 Building Rentals	6,600	6,000	6,000
30-1996 Refunds - School Nutrition	6,481	2,000	3,000
30-3250 State Reimbursement - School Meal Reimbursement	40,563	44,999	51,885
30-4370 Federal Reimbursement - After School Snack	8,446	8,000	3,760
30-4380 Federal Reimbursement - Summer Food Program	49,159	50,000	154,662
30-4550 Federal Performance - Based Lunch	36,393	34,922	38,247
30-4551 Federal Reimbursement - School Lunch Regular	194,210	192,067	185,770
30-4552 Federal Reimbursement - School Lunch Reduced Rate	56,131	78,993	61,496
30-4553 Federal Reimbursement - School Lunch Free	1,266,958	1,300,000	1,251,259
30-4554 Federal Reimbursement - School Breakfast	838,878	800,000	762,368
30-4558 Federal Payments in Lieu of Commerce	199,155	199,343	198,063
30-4559 Fresh Fruits & Vegetables Grant	78,199	76,500	79,700
30-4560 Child & Adult Care Food Program (CACFP)	174,761	200,000	200,000

City of Portland, Maine
Comparative Statement of Revenues
School Department

	FY19 Actual	FY20 Estimate	FY21 Estimate
Food Service <i>Continued</i>			
30-5201 Transfer from General Fund	14,538	-	-
30-5300 Proceeds Disposal of Property	90	-	-
Total Food Service	\$3,403,589	\$3,397,824	\$3,403,087
TOTAL LOCAL REVENUE	\$4,540,159	\$5,119,152	\$5,408,087
Other Revenues			
30-3111 State Subsidy - EPS	\$16,764,188	\$17,645,909	\$18,676,771
30-3240 State Subsidy - Adult Education	450,823	509,788	609,742
Total State Subsidy - General Fund	\$17,215,011	\$18,155,697	\$19,286,513
30-5000 Fund Balance Carry Forward (General Fund)	\$-	\$500,000	\$500,000
30-5000 Fund Balance Carry Forward (Adult Ed)	-	19,283	19,333
30-5000 Fund Balance Carry Forward (Food Service)	-	250,000	310,000
Total Fund Balance Carry Forward	\$-	\$769,283	\$829,333
TOTAL OTHER REVENUE	\$17,215,011	\$18,924,980	\$20,115,846
GRAND TOTAL ALL REVENUE	\$21,755,170	\$24,044,132	\$25,523,933

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

		FY19 Actual	FY20 Budget	FY21 Budget
I. SALARIES & BENEFITS				
Salaries - Regular				
* 410100	Professional Salary	\$42,437,076	\$44,735,697	\$45,977,764
410200	Instructional Aide / Asst	4,998,288	5,697,099	5,952,091
* 410400	Administrators	6,066,613	6,439,803	6,392,579
411800	Regular Support Staff	9,110,632	9,816,522	9,206,589
Total Regular Salaries		\$62,612,610	\$66,689,121	\$67,529,023
Salaries - Temporary				
* 412000	Temporary Salary	\$1,042,292	\$921,311	\$1,013,630
412100	Tutor	57,068	50,850	46,703
412300	Substitute	1,106,741	1,033,881	1,116,043
413100	Teacher Additional Pay	86,494	113,351	114,799
413200	Aide/Asst Overtime	303	-	-
413800	Regular Support Overtime	113,971	155,000	150,500
414100	Professional Sabbatical	39,400	-	-
* 415000	Stipends / Differentials	1,665,100	1,686,994	1,675,399
415010	Stipend - Retirement Sick	515,098	640,000	640,000
415900	Stipend / Other	11,360	24,720	24,720
Total Temporary Salaries		\$4,637,828	\$4,626,107	\$4,781,794
Benefits				
* 421000	Health Insurance	\$13,854,753	\$15,346,554	\$16,000,018
* 422000	Medicare	878,199	1,018,259	1,049,136
* 423000	Retirement - Teachers	2,009,568	2,292,574	2,359,087
* 423400-800	Retirement - All Other	1,192,774	1,349,365	1,261,130
* 425100	Tuition Reimbursement	193,339	200,000	210,000
427000	Workers' Compensation	564,534	661,435	599,865
* 420000 / 429000	All Other	990,456	628,905	746,478
Total Benefits		\$19,683,623	\$21,497,092	\$22,225,714
Total Salaries & Benefits		\$86,934,060	\$92,812,320	\$94,536,531
II. CONTRACTUAL SERVICES				
430000	Purchased Professional & Technical Services	\$1,389,384	\$1,502,198	\$1,441,429
432000	Contractual Pre-K	159,004	-	140,000
433000	Employee Training & Development Services	363,939	442,872	532,868
434000	Other Professional Services	17,314	20,000	15,000
434010	Security	145,772	140,427	161,067
434020	Alarms	4,050	4,325	4,325
434200	Architectural & Engineering Services	9,359	20,000	20,000
434300	Adult Ed Contracted Services	-	6,000	6,000
434400	Special Education Contracted Services	420,056	283,700	483,228
434500	Legal Services	146,265	140,000	150,000

City of Portland, Maine
Comparative Budget Summary
School Department

		FY19 Actual	FY20 Budget	FY21 Budget
II. CONTRACTUAL SERVICES <i>Continued</i>				
441100	Water	50,064	43,040	50,740
441200	Sewer	126,828	118,110	126,850
443000	Repair & Maintenance Services	1,118,024	1,217,281	1,217,466
443010	HVAC Maintenance	439,477	517,703	517,703
443020	Mowing / Plowing / Field Maintenance	577,211	610,766	610,766
443030	Asbestos / Mold Abatement Services	-	20,000	20,000
443040	Vehicle & Equipment Repair	72,594	24,500	26,000
443050	Waste Disposal Services	95,528	101,126	101,126
443060	Recycling Services	29,530	44,000	122,040
443070	Hazardous Waste Disposal Services	7,367	8,000	8,000
443080	Pest Management Services	18,670	17,850	17,850
443090	Fire Extinguisher Maintenance Services	1,865	10,000	10,000
444000	Rentals	350,458	423,035	378,230
444300	Computer Lease	326,926	240,100	239,600
444500	Leases-Not DOE Approved	34,802	5,800	-
450000	Other Purchased Services	1,092	1,450	1,450
451000	Student Transport Services	180	250	250
451400	Student Transport Purchased - Private	586,823	347,732	345,000
452000	Insurance / General Liability	404,598	433,003	521,924
453100	Postage	60,581	69,077	75,763
453200	Phone	98,671	114,448	146,652
453300	Internet Connectivity	47,809	64,390	52,426
453400	E-Books & On-Line Subscriptions	68,100	107,087	31,219
454000	Advertising	17,227	15,000	16,000
454300	Adult Ed Advertising	15,815	23,400	25,000
455100	Printing & Binding	22,223	45,602	52,252
455200	Photocopying	160,270	169,222	157,800
456100	Tuition to In-State SAU	110,182	87,710	110,550
456300	Tuition to Private Source	807,097	941,666	808,016
456500	Tuition to Post Secondary	17,996	12,500	15,000
458000	Staff Travel	163,886	239,957	235,942
458300	Adult Ed Travel - State Meeting	-	200	200
Total Contractual Services		\$8,487,037	\$8,633,527	\$8,995,732

III. SUPPLIES

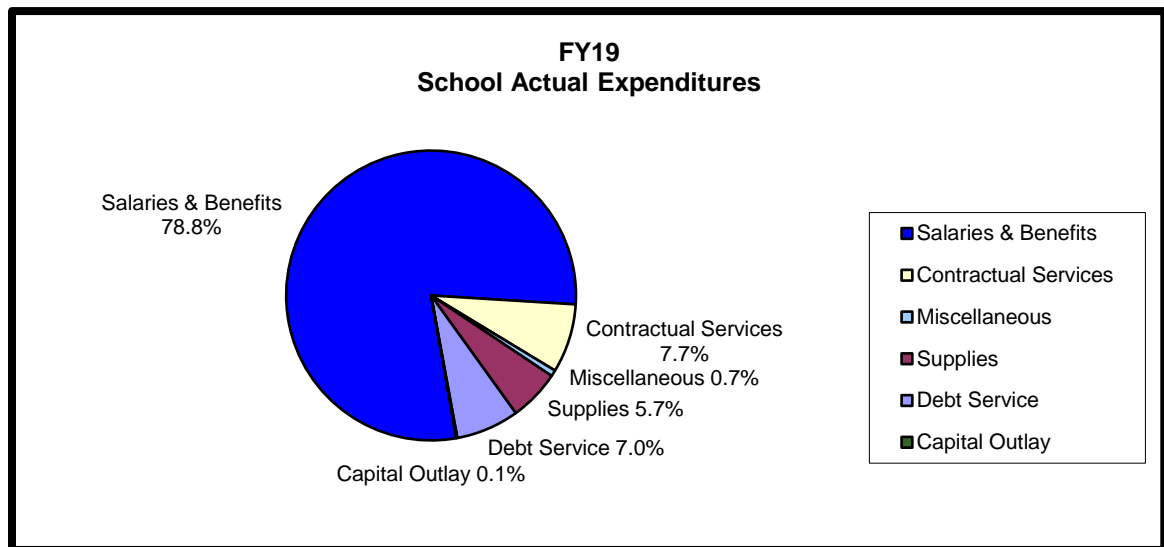
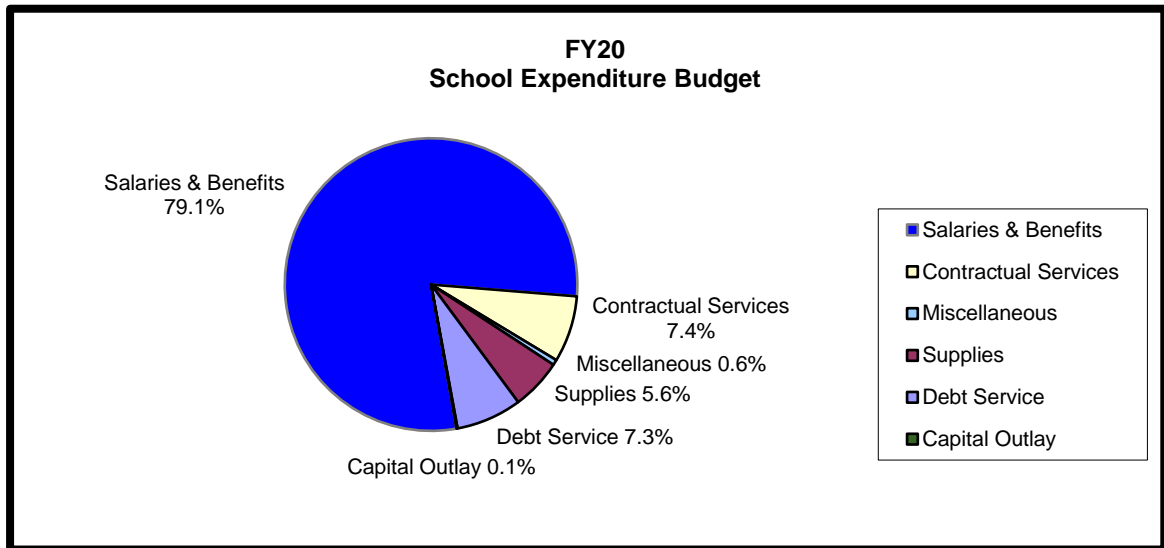
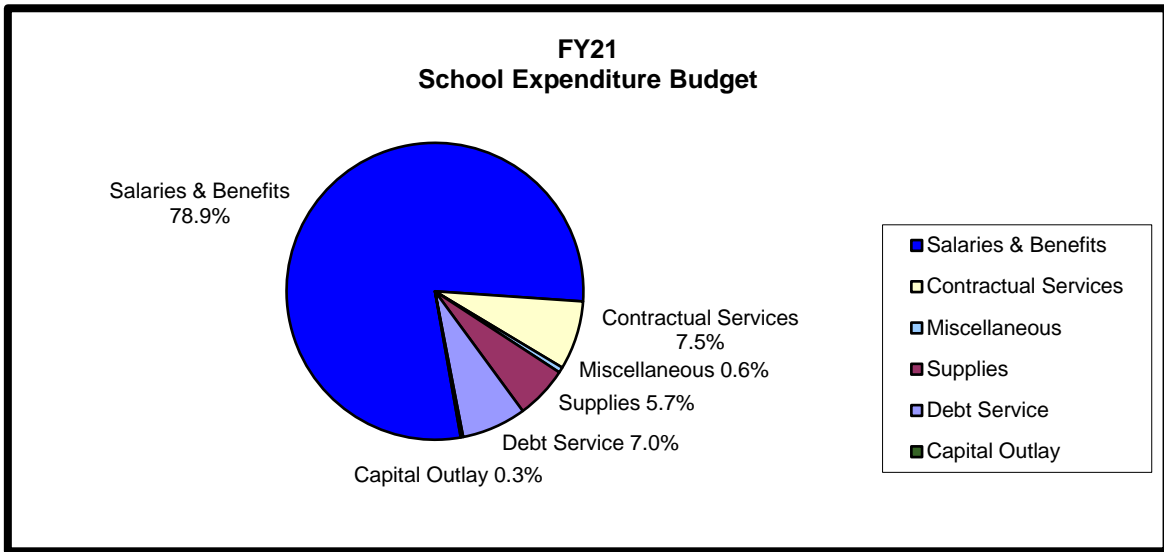
460000	General Supplies	\$667,183	\$640,526	\$698,883
460400	Custodial Supplies	233,178	247,912	240,475
461000	Instructional Supplies	684,027	710,955	658,556
462100	Natural Gas	1,074,338	960,728	1,062,000
462200	Electricity	1,055,760	957,677	1,131,060
462300	Bottled Gas	15,130	19,775	19,700
462400	Oil	61,921	69,400	67,000
462600	Gasoline	105,731	151,295	127,082
463000	Food	1,473,957	1,609,242	1,549,283
463100	Non-Food Supplies	122,057	138,398	146,077
464000	Books & Periodicals	233,709	375,018	467,014

City of Portland, Maine
Comparative Budget Summary
School Department

		FY19 Actual	FY20 Budget	FY21 Budget
III. SUPPLIES <i>Continued</i>				
465000	Tech-Related Supplies	90,125	133,585	146,770
465010	Software Licenses	463,750	560,914	548,555
466000	Audiovisual Supplies	10,836	9,600	6,745
	Total Supplies	\$6,291,702	\$6,585,025	\$6,869,200
IV. MISCELLANEOUS				
481000	Dues & Fees	\$257,992	\$171,833	\$171,584
481100	Bank Fees	848	3,000	3,000
481200	Maine State Billing Fees	17,150	45,796	68,452
481400	School Board Conference Fees	326	2,000	2,000
485000	Field Trip Transportation	318,460	354,186	347,111
489000	Miscellaneous Expenditures	3,999	7,650	8,673
490000	Other Items	115,016	121,000	96,000
491000	Fund Transfers Out	57,266	-	25,000
	Total Miscellaneous	\$771,055	\$705,465	\$721,820
V. CAPITAL EQUIPMENT				
473000	Equipment (Over \$10,000)	\$2,999	\$34,000	\$109,000
473010	Equipment (Under \$10,000)	17,181	11,000	11,000
473410	Tech-Related Equipment (Under \$10,000)	57,357	96,398	195,950
473600	Student Transportation Vehicles	53,703	-	-
	Total Capital Equipment	\$131,240	\$141,398	\$315,950
VI. CAPITAL EQUIPMENT				
483100/200-1	Debt Service - Other	\$7,640,896	\$8,466,209	\$8,382,169
* 483100/200-2	Debt Service - Buses	102,586	31,343	30,039
483100/200-3	Debt Service - Technology	16,369	13,983	11,236
483100/200-5	Bus / Van Lease / Purchase	4,183	-	-
	Total Debt Service	\$7,764,034	\$8,511,535	\$8,423,444
TOTAL SCHOOL EXPENDITURES		\$110,379,128	\$117,389,270	\$119,862,677

*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.

This page intentionally left blank.

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.

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:

1. projected collection estimates for the current fiscal year with explanations for projections substantially different from the 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

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.

Basis of Budgeting

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.

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.

FTE: Personnel staffing acronym for full-time equivalent based on the position's standard hours.

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. These guidelines 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 at 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.

Glossary of Terms

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, 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 designated 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).

Glossary of Terms

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.

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.

Glossary of Terms

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

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 heating fuel, electricity, water and sewer, and telephone.

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