

**WESTBROOK CITY COUNCIL
FINANCE COMMITTEE AGENDA
MONDAY APRIL 8, 2019 AT 6:30PM
WESTBROOK HIGH SCHOOL ROOM 114**

Westbrook City Council's Finance Committee, chaired by Councilor Michael Foley, will meet at 6:30 PM on Monday, April 8, 2019. The agenda items are as follows:

1. **Assessing**
Presented by James Thomas, Assessor

2. **Public Transit**
Presented by Greg Jordan, Greater Portland METRO General Manager

3. **Social Services**
Presented by Dr. Bruce Dyer, Social Services

4. **City Clerk's Office & Elections**
Presented by Angela Holmes, City Clerk

5. **Human Resources & Employee Benefits**
Presented by Stephen Fields, Director of HR

6. **Finance, Debt Service, County Taxes, Transfers, Revenues**
Presented by Suzanne Knight, Finance Director

7. **Mayor, Legal & Risk Management**
Presented by Jerre Bryant, City Administrator



City of Westbrook, Maine

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April 5, 2019

To: Finance Committee
From: Jerre R. Bryant
Re: Budget Review – April 8, 2019

- 6:30 Assessing Services #8** – This is account # 53410 in the Finance Department Budget. Assessing Services are a joint service with The City of South Portland. The cost is \$284,437 and is up 4.7% or \$12,786. Jim Thomas, the City Assessor, will be at Monday's Finance Committee meeting.
- 6:45 Public Transit #6** – Greater Portland Transit Expense shows a decrease of 2% because in this year's budget, this is a net number after the TIF funding is applied. Gross expenditures are up by \$158,324 or 25.7% while the net expensed to the General Fund budget is up \$111,001 or 22.5%. This increase is due primarily to the Transit West service expansion was for four months in FY 2019 and in FY 2020 is for the full twelve month year. Greg Jordan, Executive Director of the Greater Portland Transit District, will be at Monday's Finance Committee meeting.
- 7:00 Social Services #17** – The total proposed Social Services expenditures are \$193,700 which is up \$33,700 or 21.1%. Two new agencies have been added. The enclosed chart shows the current year funding, agency request and committee recommendation. The committee recommendations are included in the Mayor's proposed budget. Committee Chair Bruce Dyer will have a brief presentation for the Finance Committee on Monday evening.
- 7:30 City Clerk #7** – The City Clerk's budget is up \$2,398 or 1.3%. The Clerk's budget funds two and one-half positions, the City Clerk, Deputy City Clerk and half of the Administrative Assistant shared with the Mayor's Office. Wages are up \$6,458 or 4.1%. The remaining Budget is actually down by \$4,060.
- 7:45 Elections** – The Election Budget is \$50,750 up \$3,500 or 7.4%. The increase is in Salaries and OT which is up \$5,000.

- 8:00 Human Resources #10** – The HR Budget is up \$10,928, or 5.9%. The major increase is in Salaries which was \$21,130 higher than estimates during last year’s budget process when the restructuring of this Department was done.
- 8:15 Employee Benefits #11** – This budget funds the insurance, pension and related employee benefit services. The Benefit’s Budget of \$4,938,430 is up \$342,923 or 7.5%. Health Insurance increase is up \$159,052 or 6.5%. Social Security / Medicare is up \$76,924, MEPERS is up \$112,804, and ICMA is up \$16,058 which all reflect salary increases, a rate increase for MPERS and 3 new positions.
- 8:30 Finance #8** – The Finance Dept. is up \$47,224 or 5.3%. The significant increases are Salaries at \$526,257 up 5.8 or \$28,784 which is reclassification of two union positions and a Customer Service Rep I to a Customer Service Rep II. Contracted Assessing Services are up \$12,786 up 4.7%.
- 8:45 Debt Services #21** – Debt Services represents the City’s portion which is \$2,465,781 and is down \$351,399 or 12.5%.
- 9:00 County Taxes #21** – County Taxes are \$1,469,796 up \$67,619 or 4.8%.
- 9:15 Mayor’s Office #3** – The Mayor’s Office Budget office budget is down \$176,434 or 27.7% due to the separation of Economic Development into a separate budget. The major changes in this budget is a \$2,000 increase to \$11,000 for Special Events (to cover event related expenses for which the city is not reimbursed and \$50,000 to fund the proposed Senior Property Tax Assistance Program, which is out in the enclosed attachment.
- 9:30 Legal & Risk #4** – The Legal and Risk Management Budget is down \$2,108. Worker’s Compensation is down \$20,000 and General Liability is up \$17,982. Legal Services and Insurance Deductible are both flat.

NOTE: Review of Revenues is rescheduled to Thursday, April 11, 2019.

WESTBROOK SENIOR TAX ASSISTANCE

In an effort to help seniors stay in their homes, the City of Westbrook will launch a program to provide property-tax assistance to residents who are 70 years of age and over and have lived in Westbrook for at least 10 years. This program will utilize the State of Maine Property Tax Fairness Credit Program (PTFC) as its foundational eligibility structure.

To qualify for the program, the resident:

- Must receive a benefit from the state PTFC program.
- Must be age 70 on or before the application deadline (July 1st of each year)
- Must own or rent a principal residence in Westbrook.
- Must have lived in the residence for at least one year and receive the Homestead Exemption
- Must have been a Westbrook resident for at least 10 years.
- Must meet certain income requirements (\$30,000)
- Westbrook will match the state refund amount dollar for dollar, up to a refund limit of \$500
- Property Taxes paid in the refund year must be more than 6% of the household income
- Rent must be more than 40%

It is contemplated that this program will apply to benefit applications filed with the city before August 1, 2019 for a benefit relative to the 2018 income tax year and subsequent tax years.

CITY OF WESTBROOK
Social Services

Organization	Population Category	FY19 Budget	FY 2020 Requested	FY 2020 Recommendations	FY 2020 Approved	Notes
Big Brothers, Big Sisters	2+ Populations	\$1,800	\$10,000	\$2,000		Westbrook School Dept has funded \$5000 since FY18
Community Dental	2+ Populations	\$0	\$10,000	\$5,000		
Community Health and Counseling	2+ Populations	\$0	\$0	\$0		
Day One	Youth	\$0	\$2,000	\$0		Westbrook School Dept has funded \$2000 since FY18
Through These Doors (formerly Family Crisis Services)	Families	\$5,000	\$5,000	\$5,000		
Intercultural Community Center	2+ Populations	\$30,000	\$75,000	\$50,000		
Maine Health Care at Home	Elderly	\$8,000	\$9,000	\$8,000		
Morrison Center	2+ Populations	\$0	\$2,000	\$2,000		
My Place Teen Center	Youth	\$60,000	\$100,000	\$50,000		
NE Arab American Organization	Immigrants	\$5,000	\$10,000	\$8,000		
Neighborhood CPO		\$0				
SARS of Southern Maine	2+ Populations	\$1,000	\$2,500	\$1,500		Westbrook School Dept has funded \$1000 since FY18
Southern Maine Agency on Aging	Elderly	\$8,000	\$8,000	\$8,000		
The Opportunity Alliance	2+ Populations	\$10,000	\$25,000	\$15,000		
Trauma intervention Program	2+ Populations	\$2,000	\$0	\$0		
Northern Light Home Care (formerly VNA Home Health Hospice)	2+ Populations	\$8,000	\$8,000	\$8,000		
Westbrook Children Program (formerly Westbrook Children's Project/United Way)	Youth	\$10,000	\$20,000	\$20,000		
Westbrook Food and Resource Center	2+ Populations	\$6,200	\$6,200	\$6,200		
Woodfords Family Services	Families	\$5,000	\$5,000	\$5,000		
TOTALS		\$160,000	\$297,700	\$193,700	\$0	