

Meeting of September 18, 2017

South Portland City Council
Position Paper of the City Manager

Subject:

ORDER #52-17/18 – Adopting the MMA Model Ordinance GA Appendices A-H, for the period of October 1, 2017 – September 30, 2018. Passage requires majority vote.

Position:

State law mandates the Municipal General Assistance Program. This order is brought forward to adopt the General Assistance Overall Maximums Appendices A-H.

Appendix A stipulates general assistance overall maximums for metropolitan areas and C stipulates housing maximums. The maximums have been increased slightly in Appendices B and D. Appendices E, F, G, and H have been changed to reflect the current year.

Article III of Chapter 10 of the City's Code of Ordinances allows for these appendices to be adopted by City Council order rather than acting on an ordinance amendment. These changes will provide consistency and compliance with State law.

General Assistance Administrator Kathleen Babeu has included a memo regarding this item.

Requested Action:

Council passage of ORDER #52-17/18.



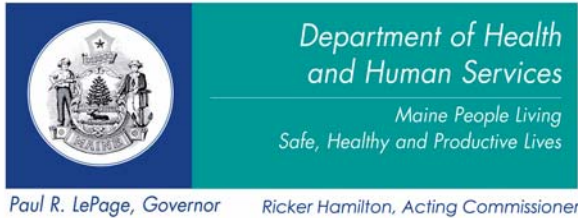
City Manager

Adopting the MMA Model Ordinance GA Appendices A-F, for the period of October 1, 2017 – September 30, 2018.

The Municipal General Assistance program is mandated by State law. Each year, Maine Municipal Association reviews the General Assistance maximums for each municipality. Appendix A stipulates general assistance overall maximums for metropolitan areas and C stipulates housing maximums. These maximums have increased. Appendix B (Food) has gone down slightly. Appendix D (Electricity) has increased. Appendices E & F have been amended to reflect the current year. I do not expect a concern relative to my adopted budget. Please find following the General Assistance Maximums Summary Sheet for South Portland and surrounding areas.

Respectfully submitted,

Kathleen Babeu, Director of Social Services



Department of Health and Human Services
Commissioner's Office
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TO: Municipal Officials/Welfare Directors/General Assistance Administrators

FROM: Ian Miller, General Assistance Program Manager

RE: 2017 – 2018 General Assistance Ordinance Maximums

DATE: 8-21-2017

Enclosed please find the following items:

- MMA's new (October 1, 2017–September 30, 2018) “**General Assistance Ordinance Appendix**” (A - D).
- “**GA Maximums Summary Sheet**” which consolidates GA maximums into one document. Municipalities do have to insert individual locality maximums from Appendix A and C in the summary sheet where indicated in order to complete the information. The “summary” does not have to be adopted, as it is not an Appendix but a tool for municipal officials administering GA.
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

Appendix A - D

The enclosed Appendices A - D have been revised for your municipality's General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – D. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices ***after notice and hearing***. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site www.memun.org).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.



CITY OF SOUTH PORTLAND

PATRICIA A. SMITH
Mayor

SCOTT T. MORELLI
City Manager

EMILY F. SCULLY
City Clerk

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

**IN CITY COUNCIL
ORDER #52-17/18**

District One
CLAUDE V. Z. MORGAN

District Two
PATRICIA A. SMITH

District Three
EBEN C. ROSE

District Four
LINDA C. COHEN

District Five
BRAD FOX

At Large
MAXINE R. BEECHER

At Large
SUSAN J. HENDERSON

ORDERED, that the attached General Assistance Overall Maximums Appendices A-H, be and hereby are adopted effective October 1, 2017 through September 30, 2018.

Fiscal Note: Less than \$1,000

Date: September 18, 2017

Effective ~~10/1/16~~ ~~09/30/17~~ 10/1/17 - 09/30/18
 GA Overall Maximums

Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Portland HMFA: Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	838 <u>1,002</u>	975 <u>1,131</u>	1,220 <u>1,431</u>	1,638 <u>1,931</u>	1,717 <u>2,097</u>

*Note: Add \$75.00 for each additional person.

Effective: ~~10/1/16-9/30/17~~ 10/1/17-9/30/18

Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. Through September 30th, ~~2017~~ 2018 those amounts are:

Number in Household	Weekly Maximum		Monthly Maximum
1	45.12	<u>44.65</u>	194 192
2	83.02	<u>81.86</u>	357 352
3	118.84	<u>117.21</u>	511 504
4	150.93	<u>148.84</u>	649 640
5	179.30	<u>176.74</u>	771 760
6	215.12	<u>212.33</u>	925 913
7	237.67	<u>234.65</u>	1,022 1,009
8	271.86	<u>268.14</u>	1,169 1,153

Note: For each additional person add ~~\$146~~ \$144 per month.

Effective: ~~10/01/16-09/30/17~~ 10/01/17-09/30/18

GA Housing Maximums
(Heated & Unheated Rents)

Metropolitan FMR Areas

Portland HMFA Bedrooms	Unheated - Wk	Unheated - Mo	Heated - Wk	Heated - Mo
0	157.00	674.00	180.00	775.00
1	182.00	781.00	210.00	905.00
2	229.00	983.00	264.00	1,137.00
3	315.00	1,355.00	359.00	1,543.00
4	320.00	1,377.00	373.00	1,606.00

Portland HMFA Bedrooms	Unheated - Wk	Unheated - Mo	Heated - Wk	Heated - Mo
0	<u>196</u>	<u>844</u>	<u>219</u>	<u>942</u>
1	<u>219</u>	<u>943</u>	<u>247</u>	<u>1,064</u>
2	<u>285</u>	<u>1,227</u>	<u>315</u>	<u>1,354</u>
3	<u>386</u>	<u>1,658</u>	<u>428</u>	<u>1,841</u>
4	<u>412</u>	<u>1,771</u>	<u>464</u>	<u>1,994</u>

Effective: ~~10/1/16-9/30/17~~ 10/1/17-9/30/18**Electric Utility Maximums****Without electric hot water**

The maximum amounts allowed for utilities for lights, cooking, and other electric uses, excluding electric hot water are:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.20	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

*Add \$7.50 a month for each additional family member.

With electric hot water

The maximum amount allowed for electric utilities for dwelling units that have electrically heated hot water shall be \$70 per month for the first member of the household, with an additional \$10 per month for each additional household member.

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.00 <u>\$20.65</u>	\$86.00 <u>\$89.00</u>
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30 <u>\$38.75</u>	\$160.00 <u>\$167.00</u>
6	\$41.00	\$176.00

*Add \$10.00 a month for each additional family member.

Note: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum amount for fuel as provided in **Appendix E**.

In accordance with the following conditions, the administrator may allow as a budgetable expense the amount of an applicant's summer-loaded special payment arrangement (SPA) or budget payment arrangement (BPA), as calculated by the electric utility and entered into by the applicant, even when the arranged payment amount exceeds the above maximums or actual usage.

- 1) The SPA or BPA, when annualized, does not exceed the above monthly maximums, when annualized, for non-electrically heated dwelling units.
- 2) The SPA or BPA, when annualized, does not exceed the above monthly maximums and the fuel assistance maximums, when annualized, for

electrically heated dwelling units.

- 3) The administrator determines, in consultation with the utility, that the payment arrangement does not include in any part the installment payment of past debt unless the municipality guaranteed to the utility the allowance of such an arrangement as a condition of averting a disconnection.

Pursuant to the use-of-income requirements in Sec. 10-606 of this ordinance, whenever the administrator budgets for SPA's or BPA's under this section, the recipient will be required to pay the SPA or BPA him or herself to the extent of the income capacity of the household.

Effective: ~~10/1/16 – 9/30/17~~ 10/1/17 – 9/30/18

Heating Fuel

When considering requests for heating fuel, eligible applicants will be granted assistance with the actual amount necessary up to the following maximums:

<u>Month</u>	<u>Gallons</u>
January	225
February	225
March	125
April	125
May	50
September	50
October	100
November	200
December	200

When the dwelling unit is heated by electricity, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon.

When fuels such as wood or coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. However, no eligible applicant shall be considered to need more than:

- 7 tons of coal per year
- 8 cords of wood per year
- 126, 000 cubic feet of natural gas per year, or
- 1000 gallons of propane.

Effective: ~~10/1/16~~ ~~9/30/17~~ 10/1/17 - 9/30/18

Personal Care & Household Supplies

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

Appendix G

Effective: ~~10/1/15-9/30/16~~ 10/1/17-9/30/18

~~2015-2016~~ 2017-2018 Mileage Rate

The City adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate (until September 30, 2014 for approved employment and necessary medical travel, etc. is 44 cents (44¢) per mile.

Please refer to the Office of State Controller for changes to this rate:
Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,500**. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery bylaws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,000**. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$50
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

GENERAL ASSISTANCE ORDINANCE
APPENDICES A-D
2017-2018

The Municipality of South Portland adopts the MMA Model Ordinance GA Appendices (A-D) for the period of Oct. 1, 2017—September 30, 2018. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the 18th (day) of September (month) 2017 (year) by the municipal officers:

Patricia A. Smith, Mayor

(Signature)

Claude V. Z. Morgan, District One

(Signature)

Eben Rose, District Three

(Signature)

Linda C. Cohen, District Four

(Signature)

Brad Fox, District Five

(Signature)

Maxine Beecher, At-Large

(Signature)

Susan Henderson, At-Large

(Signature)