

**LEWISTON CITY COUNCIL AGENDA
CITY COUNCIL CHAMBERS
MAY 19, 2015**

6:30 p.m. Workshop: Discussion of Fees for Police Reports - 30 minutes

7:00 p.m. Regular Meeting

Pledge of Allegiance to the Flag.
Moment of Silence.

Update from the Lewiston Youth Advisory Council

Public Comment period - Any member of the public may make comments regarding issues pertaining to Lewiston City Government (maximum time limit is 15 minutes for all comments)

ALL ROLL CALL VOTES FOR THIS MEETING WILL BEGIN WITH THE COUNCILOR OF WARD 4.

CONSENT AGENDA: All items with an asterisk (*) are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member or a citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

- * 1. Order Authorizing execution of a Municipal Quitclaim Deed for Real Estate located at 226 Oak Street/62 Elm Street.
- * 2. Adoption of meeting schedule for the months of July and August.

REGULAR BUSINESS:

3. Public Hearing for approval of an outdoor concert in conjunction with the "Build Maine 2015: Oxford St. Forward" festival at Simard Payne Park.
4. Public Hearing and First Passage regarding an amendment to the Parks & Recreation Ordinance to incorporate the new Pettingill School Park as a recognized city park.
5. Public Hearing and First Passage regarding an amendment to the Animals Ordinance pertaining to the addition of Pettingill School Park.
6. Public Hearing and Adoption of the FY2016 Lewiston Capital Improvement Program Bond Issue Order.
7. Resolve authorizing the use of \$219,230 from the General Fund Unassigned Fund Balance for Capital Outlay purchases and other one-time costs.
8. Build Maine 2015: Oxford St. Forward Festival.
9. Resolve Accepting the Report of the Committee to Review Public Works' Service Level Standards and Extending the term of the Committee.
10. Order Authorizing the City Administrator to provide city service for various events co-sponsored by the City of Lewiston and the Lewiston Veterans Council.
11. Reports and Updates.
12. Any other City Business Councilors or others may have relating to Lewiston City Government.

LEWISTON CITY COUNCIL
WORKSHOP AGENDA
TUESDAY, MAY 19, 2015
6:30 P.M.
CITY COUNCIL CHAMBERS, LEWISTON CITY HALL

1. Discussion of Fees for Police Reports

Councilor Libby has asked that the Council discuss the City's current fees for copies of police reports particularly in instances where victims of crime are the requesting parties. Chief Bussiere has provided some background information on this issue and outlined various possible options on the attached memorandum.



POLICE DEPARTMENT

Michael Bussiere
Chief of Police



MEMORANDUM

To: City Administrator Barrett
Mayor and City Councilors
From: Police Chief Michael Bussiere
Subject: Discussion of Fees for Police Reports
Date: May 11, 2015

At the Council's May 5, 2015 meeting, there was some discussion of possible changes to the City's fee schedule to give consideration to crime victims who request copies of police reports. Currently, the average cost of a police report, which includes a \$15 research fee and \$2.75 per page copy fee, is approximately \$21. Generally, when residents or car owners report a crime involving their property, a police officer is dispatched to investigate and an incident report is generated. Estimated total revenue from this source for the coming year is \$19,000.

In some instances, persons may report an incident after the fact upon prompting by insurance companies who may be reluctant to pay a claim without verification that a police report was made. Regarding incidents of identity theft, misuse of credit cards, and other property crimes, it can be difficult if not impossible for an officer to verify with any certainty that a crime has in fact occurred. Persons reporting crimes are given an incident number that they can give to their insurance companies, and, as a general practice, insurance companies contact the department, request a copy of the report, and pay the fee.

The following options to the current fee schedule are presented for discussion and consideration:

- a) A waiver process could be implemented where Lewiston residents who are the victims of crime could request a waiver of the report fee. The Police Chief or his/her designee could give consideration to waiving all or some of the current fee if it is determined that there is a substantial likelihood that a crime had indeed been committed, that the person who is requesting the waiver is the reported victim of the crime, and is a Lewiston resident. This process would result in an undetermined revenue loss depending on the number of waiver requests received. This would likely not exceed \$4,000.
- b) Fees for reports for reported victims of crimes could be waived for all Lewiston residents for all such incident regardless of whether there is actually any proof that a crime had been committed. This option would have an estimated revenue loss of approximately \$4,000 a year based on a one month audit of similar report requests and receipts extrapolated over 12 months.
- c) A discounted flat fee could be charged for all Lewiston residents who are the reported victims of a crime. A \$5.00 flat report fee per crime would result in an estimated \$3,000 reduction in revenue per year. A \$10.00 flat report fee per crime would result in an estimated \$2,000 reduction in revenue.
- d) The final option would be to leave the fee schedule as is. There would, of course, be no projected loss of revenue with maintaining the status quo.

LEWISTON CITY COUNCIL

MEETING OF MAY 19, 2015

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 1

SUBJECT:

Order Authorizing execution of a Municipal Quitclaim Deed for Real Estate located at 226 Oak Street/62 Elm Street

INFORMATION:

The Council is asked to approve a municipal quitclaim deed for the property located at 226 Oak Street/62 Elm Street. The quitclaim deed will release any interest the City may have by virtue of undischarged real estate tax liens or utility liens on this property. One of the most powerful collection tools in a municipality's arsenal is the ability to lien properties for delinquent taxes (real and special only), water and sewer balances, and the most recently stormwater balances. Once a lien is recorded, eighteen months must lapse without payment before the lien matures. Prior to maturity, the City Council may waive the right to foreclose on a maturing lien as you have done in the past. If the lien is permitted to mature, the municipality may elect to foreclose on the property or, if subsequent payment is received, return the property to its owner via a quitclaim deed.

At this time, the Finance Director is requesting your approval to issue a quitclaim deed for the property located at 226 Oak Street/62 Elm Street. Payment of a sewer lien in the amount of \$182.52 will be received by the City at the time a sale of this property is closed. Should the Council approve this Order, the quitclaim will be issued upon payment of the amount due to the City.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAR/kmm

REQUESTED ACTION:

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To approve the Order authorizing execution of a municipal quitclaim deed for real estate located at 226 Oak Street/62 Elm Street.



**City of Lewiston Maine
City Council Order
May 19, 2015**

**Order, Authorizing Execution of a Municipal Quitclaim Deed – Real Estate
Located at 226 Oak Street/62 Elm Street.**

WHEREAS, the owner, Harvey Miller, failed to pay his sewer bills on a timely basis for 226 Oak Street/62 Elm Street (Tax Map 194, Lot 76, Parcel 00-002901); and

WHEREAS, a sewer lien was filed on March 2, 2012 (Book 8348 Page 219) and matured on September 1, 2013 in the amount of \$184.52; and

WHEREAS, payment will be received in full at closing on the sale of this property;

NOW, THEREFORE, BE IT ORDERED by the CITY COUNCIL of the CITY of LEWISTON that a quitclaim for 226 Oak Street/62 Elm Street is authorized to release the City's interest in the property to the new owner.

LEWISTON CITY COUNCIL

MEETING OF MAY 19, 2015

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 2

SUBJECT:

Adoption of meeting schedule for the months of July and August.

INFORMATION:

Due to summer vacations and other commitments, it is recommended the City Council hold only one regular meeting during the month of July and one regular meeting during the month of August.

The Council has been following a summer meeting schedule of one meeting during the months of July and August for many years. It is recommended that the July meeting be held on Tuesday, July 14th at 7:00pm and the August meeting be held on Tuesday, August 11th at 7:00pm.

The above dates are subject to change should circumstances arise and the dates need to be adjusted.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

ERAB/kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To suspend Section 1,(a) of the Rules Governing the City Council, and to only hold one regular meeting during the month of July, said meeting to be held on Tuesday, July 14th at 7:00pm and to hold only one regular meeting during the month of August, said meeting to be held on Tuesday, August 11th at 7:00pm.

LEWISTON CITY COUNCIL

MEETING OF MAY 19, 2015

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 3

SUBJECT:

Public Hearing for approval of an outdoor concert in conjunction with the "Build Maine 2015: Oxford St. Forward" festival at Simard Payne Park.

INFORMATION:

The Street Plans Collaborative has submitted an application requesting permission to hold an outdoor concert on City property. They plan to hold outdoor music entertainment at Simard Payne Park on Thursday, May 21 during the "Build Maine 2015: Oxford St. Forward" festival. Estimated attendance is 150 people. The scheduled concert time is 12noon - 2pm.

Per the City Code, an outdoor concert cannot be held on city property without approval by a majority of the Council after a public hearing. Staff recommendations are being sought from the Recreation Department, Police Department, Fire Department, Code Enforcement/Health Officer and the Land Use Code Officer for compliance.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAB/Kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To conduct a public hearing on an application from The Street Plans Collaborative for an outdoor music concert to be held at Simard Payne Park on Thursday, May 21, and to authorize a permit for an Outdoor Entertainment Event, as required by the City Code of Ordinances, Chapter 10, Article 1, Section 10-3, to The Street Plans Collaborative for the outdoor concert, contingent upon positive recommendations from the Recreation Department, Police Department, Fire Department, Code/Land Use Officer and Code/Health Officer regarding compliance with all regulations, and compliance with all City ordinances.

SECTION 1 GENERAL EVENT INFORMATION

1. Name of host organization/individual legally responsible for event:

~~BuildMaine~~ The Street Plans Collaborative , Mike Lydon
Host Organization Name of Person Responsible for Event

2. Is the applicant a legal non-profit? Yes x No _____

If "Yes," please enclose a copy of the IRS Form 990 filed in the year preceding the date of this application. If the applicant has not yet filed a 990, please attach a copy of the IRS letter awarding your non-profit status. **If "No," 100% of all applicable fees must be paid.**

3. Will you or your organization be paid by another non-profit agency to raise money for their organization? Yes _____ No x

If "Yes," provide a *signed statement* and with *financial information* from the non-profit indicating how much money they may receive for this event and/or received if the event was held last year.

4. Name of Contact Person for Event: Maura Moody
5. Title of Contact Person: Coordinator
6. Mailing Address: 155 Water St., 2nd Flr, Brooklyn, NY 11201
7. Daytime Telephone: _____ Cell: (207 485-3922
8. Email Address: mmoody@economicgrowth.org
9. Contact Name and Cell Phone Number **DURING** the Event:
Name: same Cell: _____
10. Name of Event: Build Maine 2015: Oxford St. Forward
11. Type of Event (walk, festival, concert, etc.): festival
12. Location of Event: Simard-Payne Park and Oxford St.
13. Day of Event: 21 May 2015 Date of Event: Thursday Rain Date (if applicable): -N/A
14. Times of Event: Actual Start-time: 12pm Actual End-time: 2pm
Start-time including *set-up*: 10am End-time including *clean up*: 4pm
15. Estimated Attendance: 150 Open to the Public: Yes x No _____
16. By Invitation Only: Yes _____ No x If "Yes," Required Age for Admission: _____

DESCRIPTION OF EVENT

Please describe what will occur during your event

Local band, food vendors, and yoga class. Highlighting the resurgent urbanism and potential of Lewiston in conjunction with Build Maine events at Bates Mill complex. Specifically highlighting the potential and attraction of Oxford St.

SECTION 2 EVENT DETAILS & POSSIBLE PERMITTING

- 34% discount on all city permits/licenses for fundraisers hosted by non-profit (NP) organization
- 50% discount on all city permits/licenses for *non-fundraising* events hosted by non-profits
- ALL PAYMENTS ON CITY PERMITS/LICENSES DUE NO LATER THAN 30 DAYS PRIOR TO EVENT

All items highlighted below with an asterisk (*) in Section 2 of this application must be filed and completed to the city's satisfaction no later than 45 days prior to the event to comply with public hearing requirement.

	Permit Fee	Permits and/or Event Requirements	YES	NO
A	NP & FOR PROFIT	If you answered "Yes" in Section 1, Item 2 of this form and you are seeking City Council approval to waive any applicable fees, YOU MUST COMPLETE THIS SECTION AND SCHEDULE B of this form. All other events must complete this section only.	x	
B	CITY PROCESSING FEE	If the event requires city staff inspection and/or the use of city-owned public space, please complete SCHEDULE A of this application.	x	
C	Separate fee and permit may be required \$50 (3) days	FOOD: Will food or beverages be <u>given away</u> ? (Indicate yes or no to the right) Type of Food: <u>local restaurant display</u> Type of Beverage: <u>non-alcoholic</u> Will food or beverages be <u>sold</u> ? (Indicate yes or no to the right) Type of Food: <u>local restaurant provided</u> Type of Beverage: <u>non-alcoholic</u> <i>Note - A food service license may be required.</i>	x x	
D	Separate fee and permit may be required \$39 (7) days plus \$21 background check	NON-FOOD ITEMS: Will products be <u>given away</u> ? (i.e. t-shirts, crafts, CDs, etc.) (Indicate yes or no to the right) Type of Items: _____ Will products be <u>sold</u> ? (i.e. t-shirts, crafts, CDs, etc.) (Indicate yes or no to the right) Type of Items: <u>nominal sales of band CD's, etc.</u> <i>Note - A peddling permit may be required.</i>	 x	x
E	*\$50/event	*LIVE MUSIC PERFORMED BY ONE OR MORE PEOPLE: (yes or no) If "Yes," Please Describe:		
F	\$17/day	Sassquatch, 5-person local band	x	
		Will SOUND AMPLIFICATION be needed? (yes or no) Please check one: Microphone _____ Speaker System: _____ Other: _____		x

LEWISTON CITY COUNCIL

MEETING OF MAY 19, 2015

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 4

SUBJECT:

Public Hearing and First Passage regarding an amendment to the Parks & Recreation Ordinance to incorporate the new Pettingill School Park as a recognized city park.

INFORMATION:

This agenda item is to add the new Pettingill School Park to the list of recognized city parks and recreational areas. There are also some housekeeping matters such as the removal of Chasey Park (more of a greenspace than a true park) and the addition of the Geiger School grounds.

Note: Underlines are additions and strike-outs are ~~deletions~~.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAB/Kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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That the proposed amendment to the City Code of Ordinances, Chapter 54 "Parks and Recreation" regarding the addition of Pettingill School Park to the list of city parks, receive first passage by a roll call vote and that the public hearing on said ordinance be continued to the next regularly scheduled meeting.

AN ORDINANCE PERTAINING TO PARKS AND RECREATION

THE CITY OF LEWISTON HEREBY ORDAINS:

Chapters 54 of the Code of Ordinances of the City of Lewiston, Maine are hereby amended as follows:

CHAPTER 54

PARKS AND RECREATION

Sec. 54-7. Unlawful to be in the following city parks during certain hours; exception.

It shall be unlawful for any person to be or remain in ~~Chasey Park~~, Franklin Pasture Athletic Complex, Gaslight Park, Judge Armand A. Dufresne, Jr. Plaza, a section of Kennedy Park bounded by Spruce Street, Park Street, and the extension of Chestnut Street to Bates Street, Knox Street Park, Leeds Park, Lewiston Athletic Park, Lincoln Street Boat Launch and Park, Lionel Potvin Park, Marcotte Park, Mark W. Paradis Park, Mayher Park, Pettingill School Park, Randall Road Softball Complex, Raymond Park, Ricker Park, Simard-Payne Police Memorial Park, Smiley Park, St. Mary's playground (Oxford Street), Sunnyside Park and Veterans Memorial Park in the city between the hours of 9:00 p.m. and 5:00 a.m., unless such person is in lawful employment, participating in a program or activity sponsored or authorized by the city.

Sec. 54-8. Public drinking of alcoholic beverages prohibited.

(a) *Definitions.* As used in this section, the following terms have the following meanings:

Liquor means and includes any alcoholic, spirituous, vinous, fermented or other alcoholic beverage or combination of liquors and mixed liquors, intended for human consumption, which contains more than one-half of one percent of alcohol by volume.

Open container means not having a cap, stopper or other cover in place.

Public park, playground or recreational facility means any of the following city-owned or operated public fields, parks, playgrounds and recreational facilities:

~~Chasey Park;~~

Child's Park;

Couture Park;

Farwell School grounds;

Franklin Pasture Athletic Complex;

Gaslight Park;

Geiger School grounds;

Holy Family athletic field;

Judge Armand A. Dufresne, Jr. Plaza;
Kennedy Park;
Knox Street Park;
Leeds Park;
Lewiston Athletic Park;
Lewiston Memorial Armory;
Lincoln Street Boat Launch and Park;
Lionel Potvin Park;
Longley School grounds;
Marcotte Park;
Mark W. Paradis Park;
Martel School grounds;
Mayer Park;
McMahon School grounds;
Montello School grounds;
Petteingill School Park grounds;
Randall Road Softball Complex;
Raymond Park;
Ricker Park;
Riverside Greenway;
Simard-Payne Police Memorial Park;
Smiley Park;
St. Mary's playground (Oxford Street);
Sunnyside Park;
Veterans Memorial Park.

- (b) *Penalty.* A person is guilty of public drinking if he drinks liquor while at any public park or playground, unless at specific events authorized by the city council.
- (c) *Evidence.* The possession of an open container of liquor at a public park or playground is prima facie evidence of a violation of this section.

Sec. 54-10. Smoking on athletic fields during certain times, and on city playgrounds and in certain parks prohibited.

No. 15-
Effective:

Smoking and all other use of tobacco products will not be permitted on city-owned athletic fields for the period commencing one half-hour prior to and for the duration of any city or school department scheduled or sanctioned activity or event.

Smoking and all other use of tobacco products in Mark W. Paradis Park, Pettingill School Park and all city-owned playground areas, to include playgrounds, aquatic areas, skateparks and basketball courts as outlined in Section 14-39 (c) is prohibited.

NOTE: Additions are underlined; deletions are ~~struck-out~~.

LEWISTON CITY COUNCIL
MEETING OF MAY 19, 2015

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 5

SUBJECT:

Public Hearing and First Passage regarding an amendment to the Animals ordinance pertaining to the addition of Pettingill School Park.

INFORMATION:

This amendment is to add the Pettingill School Park playground and basketball court areas to the list of locations where dogs are not permitted.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EA B/kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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That the proposed amendment to the City Code of Ordinances, Chapter 14 "Animals", Article IX "Public Land, Parks and Playgrounds: Control or Prohibition of Domestic Animals", receive first passage by a roll call vote and that the public hearing on said ordinance be continued to the next regular City Council meeting.

AN ORDINANCE PERTAINING TO CITY PROPERTY

THE CITY OF LEWISTON HEREBY ORDAINS:

Chapter 14 of the Code of Ordinances of the City of Lewiston, Maine is hereby amended as follows:

CHAPTER 14

ANIMALS

ARTICLE IX. PUBLIC LANDS, PARKS AND PLAYGROUNDS: CONTROL OR PROHIBITION OF DOMESTIC ANIMALS

DIVISION 2. CITY PROPERTY

Sec. 14-39. Parks, cemeteries, playgrounds and athletic fields.

- (c) All domestic animals shall not be permitted in the following public parks and playground areas: Lionel Potvin Park, St. Mary's Playground (Oxford Street), Marcotte Park playground area, Kennedy Park playground area, Knox Street Playground, Mark W. Paradis Park, Pettingill School Park playground area and basketball court, River Valley basketball courts and Sunnyside Park playground area.

Note: additions are underlined; deletions are ~~struck-out~~.

LEWISTON CITY COUNCIL
MEETING OF MAY 19, 2015

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 6

SUBJECT:

Public Hearing and Adoption of the FY2016 Lewiston Capital Improvement Program Bond Issue Order.

INFORMATION:

This public hearing is being held in accordance with Article VI, Section 6.14 of the City Charter.

The projects being bonded are in accordance with the Capital Improvement Program adopted by the City Council earlier this year and revisions based on discussions during budget deliberations or changes due to new information on the cost of the projects for funding. The total cost of the Bond Issue is \$7,498,553 and includes over 20 various projects and programs.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAB/Kmm

REQUESTED ACTION:

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To adopt the FY2016 Lewiston Capital Improvement Program Bond Issue Order authorizing the issuance of \$7,498,553 in Public Improvement Bonds, the issuance of \$100,000 in FY2015 in Public Improvement Bonds and making an appropriation for certain capital projects.

LCIP Bond Issue Order

Order, Authorizing the Issuance of \$7,498,553 in FY2016 Public Improvement Bonds, \$100,000 in FY2015 Public Improvement Bonds, and Making an Appropriation for Certain Capital Projects.

ORDERED, that \$7,498,553 is hereby appropriated for financing the following FY2016 projects and \$100,000 be appropriated for financing the following FY2015 project in the Lewiston Capital Improvement Program:

Project	Amount
Comp. Plan Implementation	100,000
Telephone System	250,000
Hardware Replacement	90,000
Wireless Managed Switch & Audit Controls	54,250
Public Safety Vehicles	133,400
Central Station Paving Project	48,000
Second Floor Interior Restoration	120,000
Garage Wayfinding Signage	60,000
Street Maintenance	1,305,000
Road Rehab	895,000
Street Amenities	200,000
MDOT- River Rd. Reconstruction	225,000
Local Share of Cedar & Lisbon	50,000
Oxford St. - Cedar to Beech	75,000
Riverfront Island Implementation	250,000
Municipal Garage Vehicles	587,700
Shop Equipment	53,500
Landfill Road Maintenance	120,000
Total General Fund Projects	4,616,850
Telephone System	250,000
New School Project	159,353
Chrome Books Purchase (\$285 x 330)	94,050
LHS Electrical & Network Upgrade	248,300
Playground Upgrades	260,000
Montello School Roof Replacement	670,000
Total School Projects	1,681,703
Sanitary Sewer Main Rehabilitation	1,000,000
Total Sewer Projects	1,000,000
Hart Brook Water Quality Restoration	200,000
Total Stormwater Projects	200,000
 Total FY2016 Projects	 7,498,553

Reauthorization of:	
North Temple Storm Drain Repair	100,000
Total FY2015 Projects	<u>100,000</u>

FURTHER ORDERED, that to meet this appropriation, \$7,498,553 and \$100,000 shall be raised by Public Improvement Bond Issue(s);

FURTHER ORDERED, that the City Council instructs the Finance Director to advertise for bids for \$7,498,553 and \$100,000 or increments thereof, Public Improvement Bonds; to award the loan; and to employ Edwards Wildman Palmer LLP to furnish the legal opinion for the same; provided that in the alternative, the Finance Director is authorized to award the loan to the Maine Municipal Bond Bank;

FURTHER ORDERED, that the bonds shall be signed by the City Treasurer and Mayor;

FURTHER ORDERED, that the date, maturities, denominations, interest rate or rates, place or places of payment, form or other details of the bonds and of the provisions for the sale thereof shall be determined by the Finance Director;

FURTHER ORDERED, that bonds issued hereunder may be subject to call for redemption on such terms as may be determined by the Finance Director; and

FURTHER ORDERED, that on or before the call date, the Finance Director is authorized to refund/advance refund this bond series if a net present value benefit is derived.



Finance Department



Heather Hunter
 Director of Finance/Treasurer
 hhunter@lewistonmaine.gov

TO: Mayor Robert Macdonald and Members of the City Council
FROM: Heather Hunter, Finance Director
SUBJECT: **2016 Lewiston Capital Improvement Program**
DATE: May 6, 2015

On January 13, 2015, the City Council received and placed on file the 2016 Lewiston Capital Improvement Program (LCIP) planning document. A public hearing was conducted on February 17, 2015. The public hearing outlined numerous projects for potential funding totaling \$32,575,927 for fiscal year 2016. The final 2016 LCIP project recommendation for bonding is provided below.

Project	Amount
Comp. Plan Implementation	100,000
Telephone System	250,000
Hardware Replacement	90,000
Wireless Managed Switch & Audit Controls	54,250
Public Safety Vehicles	133,400
Central Station Paving Project	48,000
Second Floor Interior Restoration	120,000
Garage Wayfinding Signage	60,000
Street Maintenance	1,305,000
Road Rehab	895,000
Street Amenities	200,000
MDOT- River Rd. Reconstruction	225,000
Local Share of Cedar & Lisbon	50,000
Oxford St. - Cedar to Beech	75,000
Riverfront Island Implementation	250,000
Municipal Garage Vehicles	587,700
Shop Equipment	53,500
Landfill Road Maintenance	120,000
Total General Fund Projects	4,616,850
Telephone System	250,000
New School Project	159,353
Chrome Books Purchase (\$285 x 330)	94,050
LHS Electrical & Network Upgrade	248,300
Playground Upgrades	260,000
Montello School Roof Replacement	670,000
Total School Projects	1,681,703
Sanitary Sewer Main Rehabilitation	1,000,000
Total Sewer Projects	1,000,000

Hart Brook Water Quality Restoration	200,000
Total Stormwater Projects	200,000
Total FY2016 Projects	7,498,553
Reauthorization of:	
North Temple Storm Drain Repair	100,000
Total FY2015 Projects	100,000

Through the City Administrator's review and the public hearing process, a few projects were either eliminated or deferred without having a major impact on municipal operations, and road maintenance and rehabilitation funds were increased to incorporate additional work.

On December 20, 2011, the City Council revised the adopted bond issue limitation ordinance (Article II. Sec. 2-34) that limits the amount of debt to be authorized for issuance. The limit is now capped at 80% of the average amount of annual debt being retired over the three previous fiscal years, unless the debt is financed through sources other than general property taxes. The debt limitation applicable to the 2016 LCIP is \$7,642,255. Using the refined municipal sub-total of \$6,298,553 (City General Fund and School Projects only), the City would be \$1,343,702 or 17.5% below the cap.

The total estimated impact of issuing \$7,498,553 of bonds is an additional principal requirement of \$614,374 in fiscal year 2017. This amount is broken down as follows: general fund - \$408,267; school department - \$136,108; sewer fund - \$50,000; and stormwater fund - \$20,000. In FY2016, the City will be paying \$13,914,659 in principal payments, thus paying off \$6,416,106 more than we are borrowing in the current year. The City's general fund will be reducing principal by a net of \$9,976,196.

You will notice I have added the readvertising and reauthorization of the FY2015 Stormwater Project, North Temple Storm Drain Repair for \$100,000. There was an error in the advertisement and bond counsel has suggested we repeat the entire process again to ensure its legality. This vote has NO impact on the bond limit threshold, percentage, or authorization information presented to Council last year; it just corrects the typo in the advertisement.

Please feel free to contact me if you have any questions or concerns, and I will also be available at the public hearing on Tuesday.

LEWISTON CITY COUNCIL
MEETING OF MAY 19, 2015

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 7

SUBJECT:

Resolve authorizing the use of \$219,230 from the General Fund Unassigned Fund Balance for Capital Outlay purchases and other one-time costs.

INFORMATION:

This agenda item is to approve the appropriation of the General Fund Unassigned Fund Balance for the purchase of capital needs and other one-time costs. The City Council wishes to minimize the tax rate increase needed to balance the fiscal year 2016 budget and therefore will utilize existing fund balance to cover some pending capital needs and specific expenses.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAB/kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To approve the Resolve authorizing the use of \$219,230 from the General Fund Unassigned Fund Balance for Capital Outlay purchases and other one-time costs.



**City of Lewiston Maine
City Council Resolve
May 19, 2015**



Resolve, Authorizing the Use of \$219,230 from the General Fund Unassigned Fund Balance for Capital Outlay Purchases and other One-Time Costs.

Whereas, the City of Lewiston adopted Ordinance 11-05 pertaining to Unassigned Fund Balance and effective on August 18, 2011; and

Whereas, the ordinance establishes an unassigned fund balance floor of 8% and a ceiling of 12% of General Fund GAAP revenues including transfers in; and

Whereas, as of June 30, 2014, the City's General Fund Unassigned Fund Balance floor was \$8,483,906 and the ceiling was \$12,725,859; and

Whereas, the City's actual General Fund Unassigned Fund Balance was \$13,476,275 or 12.71% as of June 30, 2014; and

Whereas, during FY15, the City used \$3,475,000 to pay off the taxable Colisee bonds; and

Whereas, the School Department agreed to allocated \$200,000 toward itsr deficit fund balance in FY16; and

Whereas, the City Council wishes to minimize the tax rate increase needed to balance the fiscal year 2016 budget;

Now, therefore, be It Resolved by the City Council of the City of Lewiston that

\$219,230 of unassigned fund balance is hereby appropriated to purchase the following capital items:

- Ergonomic and miscellaneous office equipment (\$3,250);
- IT equipment including: 15 PCs, 1 printer, and 10 phones (\$8,100);
- Third floor bathroom renovations (\$1,000);
- Parking garage entrance gate replacement (\$16,000);
- Parking garage replacement of an expansion joint (\$10,000);
- Prorated portion of a GPS unit (\$2,500);
- Guardrail replacement (\$4,000);
- Fire hose and foam (\$9,250);
- Fire furniture replacement (\$4,000);
- East Ave. and general maintenance of sidewalks (\$20,000);
- Mercury vapor street light replacement (\$18,000);
- Leachate collection system maintenance at the Solid Waste Facility (\$78,500);
- Kennedy Park pool maintenance (\$5,500);
- Removal of the LAP lights (\$4,130); and
- Installation of a vehicle wash pad at Public Works (\$35,000).

The City of Lewiston is an EOE. For more information, please visit our website @ www.ci.lewiston.me.us and click on the Non-Discrimination Policy.

27 Pine Street Lewiston, Maine 04240 Telephone (207) 513-3017 Fax (207) 784-2959

LEWISTON CITY COUNCIL

MEETING OF MAY 19, 2015

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 8

SUBJECT:

Build Maine 2015: Oxford St. Forward Festival.

INFORMATION:

On Friday, May 15, the City received an application from The Street Plans Collaborative and they are organizing a festival to be called "Build Maine 2015: Oxford St. Forward". The festival is scheduled to be held on Thursday, May 21 from 12noon - 2pm in Simard Payne Park.

Estimated attendance is 150 people and they are planning to have up to 15 food vendors, 4 bands/entertainment acts, an art class, yoga classes/demonstration, photo booth and more.

Since the application was received Friday, city staff did not have a chance to review the materials prior to the preparation of the agenda material. Please see the memorandum from Deputy City Administrator Phil Nadeau which notes he will be reviewing the application with city staff and will have more information available for the Council on Tuesday night.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAB/Kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
---	---	---	---	---	---	---	---

TO BE DETERMINED



The Office of
Deputy City Administrator
Phil Nadeau
MEMORANDUM

TO: Mayor and City Council
FR: Phil Nadeau
CC:
RE: Build Maine Simard-Payne Park Event
DT: May 19, 2015

I received materials from the Build Maine event organizers on May 15, 2015. This outdoor event in Simard Payne Park is an extension of the day-long event that is planned in Bates Mill on Thursday, May 21, 2015.

Given that staff has had no time to review the details prior to the issuance of the Council Packet for the May 19th meeting, Administration will work to assemble the details for your review on Tuesday evening. Administration will also assemble what legislative actions will be applicable to allow staff to move forward with assisting the event organizers.

We are providing you with the document they submitted that explains what activities are being proposed.

Proposal of Event Details and Possible Permitting

Event Title: Build Maine 2015 Festival

Date: May 21st, 2015

Time: Noon-2pm

Place: Simard-Payne Park

Dear Ed Barrett,

Across the nation there is a growing demand for people-centric city streets. Often times our national obsession with speed and the automobile obscure the wide array of possibilities for travel, recreation, and community building on city streets. Lewiston has a growing number of informed and passionate people who are developing plans and repurposing infrastructure to meet the challenges of population growth, obesity, climate change, and economic hardship. Cities with more communal public spaces, storefront parking, coherent networks of bike lanes, and wide sidewalks tend to have healthier and happier people as well as stronger economies and communities. The national movement of tactical urbanism utilizes stored local energy to totally transform streets once abandoned into vibrant destinations. Through simple and cost efficient means, anyone can bring life back to a space almost overnight. There are plenty of examples across the country of just local people taking initiative and advantage of what's already there. Change is not always easily accepted, which is why our installation will only be temporary. Often times in city planning permanent infrastructure is built without actually being tested in the field.

This celebration is going to center on Lewiston, so its vital we host it in the city and Simard-Payne Park is the perfect venue. As an historic gateway to life in Lewiston the railroad park is a fitting location for local small businesses in partnership with local students to revitalize the space. Through this celebration we hope to collect opinions of the changes by giving people the chance to experience new infrastructure before they become permanent. In partnership with a growing number of local businesses, we plan to draw crowds and celebrate an underutilized space with a "flash festival" next Thursday May 21st from 12-2pm on Oxford Street and Simard-Payne Park. Our event is called "Oxford Forward: Reclaiming our Riverfront" and it will feature local food vendors, bike riding, live bands, yoga, art, and much more. We already have city clearance to do work on Oxford Street, as well as the permission of landowners to use a few private lots nearby and a growing number of locals are responding positively to the idea and offering to contribute. We would like to have many smells sights and sounds as signs of life that afternoon which draw a crowd: music, food, and art. Through this small festival we hope to demonstrate the hidden potential of our streets through minor adjustments and have people see for themselves as well as offer their suggestions for making sites like Oxford Street better for everyone. In order for us to draw the biggest crowds to provide this invaluable information and simply have a great time as a whole community we request permission to use the park next Thursday. Thank for your time and all the work you do in this community.



Food Vendors

Lewiston House

Simard-Payne
Memorial Park

Concert
Area

Art Vendors

Yoga Area

Stage

First Aid
(near stage end)

Beech St

Great Falls
Balloon Festival

Google

Confirmed Entertainment and Vendors for Oxford Forward

Confirmed Food Vendors:

Caribé
The Cupcakery
Orchid

Unconfirmed-will have confirmation by Sunday-midnight:

Boba
Marche
Pure Thai
Pepper and Spice
Jasmine Café
Gelato Fiasco
Mother India
Forage
Hella Good Tacos
El Corazon
PB and ME
Alabama's BBQ

Confirmed Entertainment

Sasquatch (band)
Wicked Illustrations (art class)
Bates Yoga Kula
Gingersnap Entertainment (photo booth)
Bates Student Groups:
The Remedy (band)
Alisa Amador (singer)
The Strange Bedfellows (improve. group)

Agenda for Event May 21st, noon until 2pm(rough)

10am: Volunteers arrive, Food Vendor Set up

10:30am: “ “

11:00am: Band sets up, yoga instructors arrive for set up, art instructor as well, photo booth

11:30am: Continue of set up

12:00pm: Event Begins

12:30pm: Yoga class session 1, Wicked Illustration Session 1

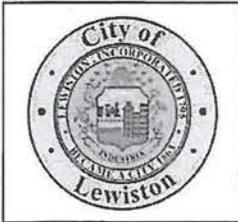
1:00pm: Band break, event planners will speak at event making sure to tell public to #LAMaine and #buildmaine and begin a dialogue concerning street urbanization and the growth of LA.

1:15pm: Band will come back on, session 2 Yoga, Session 2 Wicked Illustration

1:30pm: Event Coordinators will be assigned sections of the event to get responses and feedback for next years (possible) event, volunteers begins small clean up.

2:00pm: Event ends, cleaning commences

3:00pm: Area will be cleared out, trash taken.



Special Event Application

Please note: Incomplete applications may be rejected by the city. Please complete all sections on the form or list "N/A" if a section does not apply to your event so we know that every section was accounted for and not skipped over accidentally. The city needs to have a complete understanding of your event prior to the issuance of permits. Thank you for understanding.

Build Maine 2015

~~14 May 2015~~ 21 May 2015

Event Name

Requested Event Date

- All organizations or individuals seeking to utilize any city-controlled property such as streets, sidewalks, parking areas or parks for any activity or event with 25 people or more must complete this application.
- All requests that result in the use of city staff/services/assets to support an event or activity on city-controlled or private property may require the organization/individual to pay for fees that include, but are not limited to, processing/park-use fees, permits and staff time.
- For any organization/individual requesting the City Council to waive fees for any city permits, fees or staff time, the organization/individual must submit this application no earlier than January 1st and no later than March 1st for events that will occur in the next fiscal year beginning on July 1st.

Failure to file a "Charitable Funding Request" (Schedule B of this form) by March 1st will require the filing of this application in the same year of the event; that the application be filed between March 2nd and September 1st; and that it be approved by the City Council.

All properly completed applications and non-refundable \$50 Processing Fee must be submitted at least 90 days prior to the event.

- All items highlighted in grey with an asterisk (*) in Section 2 of this application must be completed to the City's satisfaction **no later than 45 days prior to the event** given possible public hearing requirements. All applicable fees **must be paid no later than thirty (30) days prior to event.**
- The City of Lewiston shall reserve the right to deny any application if the information in the application is incomplete; conflicts with city policies, ordinances, events or city services; contains information that is inaccurate or fraudulent; or appears to violate local, state or federal law.

Application Date: _____

STAFF USE ONLY EVENT FILE NO.: _____
--

SECTION 1 GENERAL EVENT INFORMATION

1. Name of host organization/individual legally responsible for event:

~~BuildMaine~~ The Street Plans Collaborative , Mike Lydon
Host Organization Name of Person Responsible for Event

2. Is the applicant a legal non-profit? Yes No

If "Yes," please enclose a copy of the IRS Form 990 filed in the year preceding the date of this application. If the applicant has not yet filed a 990, please attach a copy of the IRS letter awarding your non-profit status. **If "No," 100% of all applicable fees must be paid.**

3. Will you or your organization be paid by another non-profit agency to raise money for their organization? Yes No

If "Yes," provide a *signed statement* and with *financial information* from the non-profit indicating how much money they may receive for this event and/or received if the event was held last year.

4. Name of Contact Person for Event: Maura Moody
5. Title of Contact Person: Coordinator
6. Mailing Address: 155 Water St., 2nd Flr, Brooklyn, NY 11201
7. Daytime Telephone: _____ Cell: (207 485-3922
8. Email Address: mmoody@economicgrowth.org
9. Contact Name and Cell Phone Number **DURING** the Event:
Name: same Cell: _____
10. Name of Event: Build Maine 2015: Oxford St. Forward
11. Type of Event (walk, festival, concert, etc.): festival
12. Location of Event: Simard-Payne Park and Oxford St.
13. Day of Event: 21 May 2015 Date of Event: Thursday Rain Date (if applicable): -N/A
14. Times of Event: Actual Start-time: 12pm Actual End-time: 2pm
Start-time including *set-up*: 10am End-time including *clean up*: 4pm
15. Estimated Attendance: 150 Open to the Public: Yes No
16. By Invitation Only: Yes No If "Yes," Required Age for Admission: _____

DESCRIPTION OF EVENT

Please describe what will occur during your event

Local band, food vendors, and yoga class. Highlighting the resurgent urbanism and potential of Lewiston in conjunction with Build Maine events at Bates Mill complex. Specifically highlighting the potential and attraction of Oxford St.

SECTION 2 EVENT DETAILS & POSSIBLE PERMITTING

- 34% discount on all city permits/licenses for fundraisers hosted by non-profit (NP) organization
- 50% discount on all city permits/licenses for *non-fundraising* events hosted by non-profits
- ALL PAYMENTS ON CITY PERMITS/LICENSES DUE NO LATER THAN 30 DAYS PRIOR TO EVENT

All items highlighted below with an asterisk (*) in Section 2 of this application must be filed and completed to the city's satisfaction no later than 45 days prior to the event to comply with public hearing requirement.

	Permit Fee	Permits and/or Event Requirements	YES	NO
A	NP & FOR PROFIT	If you answered "Yes" in Section 1, Item 2 of this form and you are seeking City Council approval to waive any applicable fees, YOU MUST COMPLETE THIS SECTION AND SCHEDULE B of this form. All other events must complete this section only.	x	
B	CITY PROCESSING FEE	If the event requires city staff inspection and/or the use of city-owned public space, please complete SCHEDULE A of this application.	x	
C	Separate fee and permit may be required \$50 (3) days	FOOD: Will food or beverages be <u>given away</u> ? (Indicate yes or no to the right) Type of Food: <u>local restaurant display</u> Beverage: <u>non-alcoholic</u> Will food or beverages be <u>sold</u> ? (Indicate yes or no to the right) Type of Food: <u>local restaurant provided</u> Beverage: <u>non-alcoholic</u> <i>Note - A food service license may be required.</i>	x x	
D	Separate fee and permit may be required \$39 (7) days plus \$21 background check	NON-FOOD ITEMS: Will products be <u>given away</u> ? (i.e. t-shirts, crafts, CDs, etc.) (Indicate yes or no to the right) Type of Items: _____ Will products be <u>sold</u> ? (i.e. t-shirts, crafts, CDs, etc.) (Indicate yes or no to the right) Type of Items: <u>nominal sales of band CD's, etc.</u> <i>Note- A peddling permit may be required.</i>	x	x
E	*\$50/event	*LIVE MUSIC PERFORMED BY ONE OR MORE PEOPLE: (yes or no) If "Yes," Please Describe:		
F	\$17/day	Sassquatch, 5-person local band	x	
		Will SOUND AMPLIFICATION be needed? (yes or no) Please check one: Microphone <u>provided by band</u> Speaker System: _____ Other: _____		x

G	Required Fee: \$17/day Required permit: \$25/day	ALCOHOLIC BEVERAGES: Will alcoholic beverages be served at the event? (indicate yes or no to the right) If yes, please describe: <input type="text"/>	YES	NO x
H	Separate fee and permit required \$180/day	CARNIVAL: Will carnival rides be offered? (indicate yes or no to the right) If yes, attach a copy of the state permit (<i>if applicable</i>). A city permit is also required.		x
I	Separate permit required	FIREWORKS: Will there be a fireworks display? (indicate yes or no to the right) If yes, a permit from the State Fire Marshal and the Lewiston Fire Department is required.		x
	COMMENTS	Permits and/or Event Requirements	YES	NO
J	COMMENTS:	RUN/WALK/CYCLE MAP – Will event involve participants doing a walk-a-thon, road race, etc? If yes, provide map of staging areas, actual route and where event will terminate and a business owner contact plan and attach to this application.		x
K	COMMENTS:	PARADE MAP: Will there be a parade? (indicate yes or no to the right) If yes, provide a route map which will include staging areas, actual parade routes, and where parade will terminate, and also provide a business owner contact plan. <i>Note – A permit from the Police Department is required.</i>		x
L	COMMENTS:	FESTIVAL ZONE DESIGNATION: (Complete SCHEDULE A)		
M	COMMENTS:	PARK MAP/DIAGRAM – Is a map or diagram attached detailing this event and depicting the placement of such items as tables, tents, port-a-potties, hand washing facilities, stage, first-aid, parking, etc.? (indicate yes or no to the right) Note: This is a mandatory requirement for this application and must be included with the application form.	x	—x—
N	COMMENTS:	TENT/AWNING/CANOPY SIZE: Will you be setting up a tent, awning or canopy? If yes, list size and height. Size: <u>30 x 10</u> Height: <u>10ft</u> NOTE: TENTS/AWNINGS ON PUBLIC/PRIVATE PROPERTY MUST HAVE CERTIFICATES SHOWING THAT THE MATERIALS ARE FLAME RETARDENT. COPIES OF THE CERTIFICATION MUST BE PROVIDED TO THE FIRE DEPARTMENT PRIOR TO THE EVENT.	x	
O	COMMENTS:	REST ROOM/HAND-WASHING FACILITIES: Events with attendance of 200 persons or more lasting longer than 3 hours must provide portable restrooms, hand-washing or sanitizing stations at the ratio of (1) restroom for each 200 persons in attendance, one-third of which must meet ADA specifications (CITY WILL NOT PROVIDE NOR FUND PORTA POTTY SERVICES PLEASE LIST ON PARK MAP/DIAGRAM IN ITEM M ABOVE) relying upon Build Maine Bates Mil	No. of Porta Potties Required 0	No. of hand-washing stations required 0
P	COMMENTS:	ROAD/INTERSECTION CLOSURE MAP: Will any roads need to be closed to accommodate your event? (yes or no) If yes, please provide a map of what roads, alleys, sidewalks, etc. will be closed.		x

			YES	NO	
Q	COMMENTS:	MATERIALS/EQUIPMENT TO BE DRIVEN OR PARKED at CITY PARK or PARKING LOT PROPERTIES – MAP/DIAGRAM: <i>Please provide separate list and map details.</i>	x		
R	COMMENTS:	PARKING ACCOMMODATIONS: What will be the anticipated need for parking? <u>nominal (walking attendees)</u> What is your parking plan? <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Walking attendees and private lots at 2 and 26 Oxford St. (permission obtained)</td></tr></table>	Walking attendees and private lots at 2 and 26 Oxford St. (permission obtained)	x	
Walking attendees and private lots at 2 and 26 Oxford St. (permission obtained)					
S	COMMENTS:	WASTE DISPOSAL: You are required to clean up after the event and to ensure that you have adequate containers, trash bags, etc. to pick up all waste. If the location does not have adequate containers for the event, will city assistance be required? (indicate yes or no to the right)		x	
T	COMMENTS:	FIRST AID FACILITIES: Please list location on PARK MAP/DIAGRAM as required in Item M above.		x	
U	COMMENTS:	CERTIFICATE OF INSURANCE: If your event utilizes any public space, the city may require a Certificate of Insurance from your or sponsoring organization naming the City of Lewiston as the insured party. <i>(See Section 3)</i>	upon request		
V	COMMENTS:				

Please note that you will be contacted by city staff if your event requires additional permitting.

SECTION 3 INSURANCE REQUIREMENTS

EVENT LIABILITY INSURANCE COVERAGE FOR EVENT
<p>Any special event/activity in which any person/group wishes to reserve any city-controlled/owned property involving twenty-five (25) individuals and/or requiring the utilization/reservation of any city controlled/owned property such as a park or street, and for events which include, but are not limited to, walk-a-thons, races, festivals, concerts, etc., requires general liability insurance coverage and the issuance of a Certificate of Insurance.</p> <p>The Certificate of Insurance shall be issued naming the City of Lewiston as an additional insured; specifying the event/activity; the dates for the event/activity, and any other pertinent information. Once the event is approved by the City, the Certificate of Insurance will need to be received by the City no later than thirty (30) days before event permits can be issued (the time requirement may be waived by the City Administrators office).</p> <p>Please have your insurance company email (pnadeau@lewistonmaine.gov) or Fax (207-795-5069) a copy to Phil Nadeau, Deputy City Administrator.</p>

SECTION 4 CONDITIONS OF EVENT APPROVAL

I acknowledge/understand that:

- Non-compliance with applicable permitting, the non-payment of applicable fees, and/or the non-compliance of applicable city ordinances or city policies may result in the termination and/or cancellation of all events on city property. Failure to comply with the terms of this application may also result in forfeiture of applicable deposits or fees.

- Any event consisting of 100 people or more may be required to obtain a Performance Bond or security deposit payment in the form of a cashier's check or money order payable to the City of Lewiston. The Performance Bond will be returned if the reserved area is left clean and undamaged following the event. The deposit or bond must be submitted 30 days prior to event date.

- The City Council shall approve any event where attendance is expected to be approximately 1000 or more people.

- I have read the Special Events Policy and all applicable guidelines that are listed on the City's Special Events Requirements web page and have met and/or discussed all requirements with each City department listed below:
 - City Clerks
 - Code Enforcement
 - Fire
 - Police
 - Public Works

Signature of Applicant

Printed Name

Date Submitted

SCHEDULE A PROCESSING FEE AND PUBLIC SPACE USAGE

Complete only if city staff inspection and/or the use of city-owned property is applicable

\$50 PROCESSING FEE (Non-waivable and Non-refundable):

This payment will secure the date(s) and use of the public space for the event.

MUST BE PAID WITH FULLY COMPLETED APPLICATION

PARK USE FEES AND APPLICABLE
DISCOUNTS – MUST BE PAID NO LATER
THAN 30 DAYS PRIOR TO EVENT

→ **80% discount** for Lewiston-based
non-profit organizations

50% discount for out-of-town
non-profit fundraisers

34% discount out-of-town
non-profit events

EVENT NAME: Build Maine 2015: Oxford Forward

EVENT DATE: 21 May 2015

Park requested (check each): **Simard-Payne Park** - (\$135 daily fee – or
applicable discount @ 80% = \$27.00;
@ 50% = \$67.50; @ 34% = \$89.10)

Dufresne Park - (\$265 daily fee – or applicable
discount @ 80% = \$53.00; @ 50% = \$132.50;
@ 34% = \$174.90)

PARK USE FEES AND APPLICABLE
DISCOUNTS – MUST BE PAID NO LATER
THAN 30 DAYS PRIOR TO EVENT

Kennedy Park (no fee)

Veterans Park (no fee)

Marcotte Park (no fee)

Potvin Park (no fee)

Raymond Park (no fee)

Sunnyside Park (no fee)

Other City-owned public space (i.e., roads, sidewalks, etc.)

Road(s): _____ Other: _____

Sidewalk(s): _____ Other: _____

FESTIVAL/EVENT ZONE (event will require organizer to control the public space within a defined area of the city which may prohibit authorized city street vendors to sell products in the "festival/event" zone):

1. Zone Outline: (submit map)
2. Business Owner Contact Plan
3. Reason for Festival/Event Zone Designation (below):

TOTAL PROCESSING AND APPLICABLE PARK USE FEES: \$ _____

All checks made payable to "**City of Lewiston.**"

SCHEDULE B CHARITABLE FUNDING REQUEST

APPLICATION DEADLINE FOR CITY COUNCIL ACTION: MARCH 1ST

This request assumes that your organization will not receive social service agency/Community Development Block Grant funding from the City of Lewiston in the next fiscal year. All funding requests apply ONLY to events occurring in the next fiscal year (as of July 1st). This schedule and applicable attachments must be completed in full along with the remainder of application.

Contact Phil Nadeau if you need assistance - 207-513-3012

1. Name of Event: Build Maine 2015: Oxford St. Forward
2. Are you requesting a cash donation? Yes _____ No How much? _____
3. Does your application require any in-kind support from the city relative to city properties, resources, assets, or departments? Yes _____ No
4. **If you answered "Yes" in item 3 above, PRIOR TO SUBMITTING YOUR APPLICATION, please have your application reviewed by the applicable city staff listed below to ensure the value of the City's in-kind support.** You must contact each department to verify that the department will or will not be required to service the event. Staff will enter the estimated value of each department's in-kind services.
(Use separate sheet to provide details if necessary.)

DEPARTMENTS	IN-KIND REQUEST Please list department staff hours/cost estimate and/or permits & licenses	(THIS COLUMN FOR STAFF ONLY) Date of email contact w/cost info	(THIS COLUMN FOR STAFF ONLY) - Estimated cost of services/permits/lic or staff hours
City Clerk – permitting & licensing - Kathy Montejo – kmontejo@lewistonmaine.gov 207-513-3021	Dept.: _____ Staff Hours: _____ Cost Estimate: _____ Permits & Licenses: _____		
Code Enforcement – food & electrical inspections - David Hediger – 207-513-3125 dhediger@lewistonmaine.gov	Dept.: _____ Staff Hours: _____ Cost Estimate: _____ Permits & Licenses: _____		
Fire – certifications, permits & facility inspections - Paul Ouellette – 207-513-3002 pouellette@lewistonmaine.gov	Dept.: _____ Staff Hours: _____ Cost Estimate: _____ Permits & Licenses: _____		

Police – traffic control & security requirements - David Chick – 207-513-3137- dchick@lewistonmaine.gov	Dept. Staff: _____ Hours: _____ Cost Estimate: _____ Permits & Licenses: _____		
Public Works –traffic/ped control; park logistics; electric & water services Megan Bates – mbates@lewistonmaine.gov 207-513-3073	Dept. Staff: _____ Hours: _____ Cost Estimate: _____ Permits & Licenses: _____		
DEPARTMENTS	IN-KIND REQUEST Please list department staff hours/cost estimate and/or permits & licenses	(THIS COLUMN FOR STAFF ONLY) - Date of First Contact	(THIS COLUMN FOR STAFF ONLY) - Estimated Cost of Service or Staff Hours
Other			

IN ADDITION, PLEASE BE SURE TO INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION IN ORDER TO HAVE YOUR GRANT REQUEST CONSIDERED:

- a. Your organizations' financial statements from the previous event or fiscal year.
Attached _____ Not attached _____ First time event
- b. A budget for the upcoming fiscal year or event.
Attached _____ Not attached _____ First time event
- c. If this event occurred last year, was the event a fundraising success?
Yes _____ No _____
- d. If you answered "No" in item C above, provide a written explanation.
Attached _____ Not attached _____ First time event _____
- e. Did your organization pay a non-employee to organize and/or manage the event?
Yes _____ No managed by Bates College students with community support and organizational support
- f. Did your organization provide services to raise money for one or more NP agency?
Yes _____ No Provide a signed statement from the event organizer with financial information as to how much money was raised and for which organization.
Attached _____ Not attached _____ First time event
- g. If this event occurred last year, describe how the event met your projections and expectations? (write below)

Please return this completed application with diagram and any applicable fee to:

MAIL: Phil Nadeau
City Administrator's Office
Lewiston City Hall
27 Pine Street
Lewiston, ME 04240

Email: pnadeau@lewistonmaine.gov
FAX: 207-795-5069
Questions? Call 207-513-3012

******FOR STAFF USE ONLY******

1. Organization Name: _____

2. Event Name: _____

3. (First) Date of Event: _____

4. File No. of Event: _____

DEPARTMENT ACTIONS

CITY CLERKS – PERMITS ISSUED	FILE/ACTION DATE	COST EST SUBMITTED	APPROVAL DATE	NAME
NO ACTION REQUIRED				
Food Vendor License(s)				
Non-Food Vendor License(s)				
Live Music Permit				
Sound Amplification Permit				
Alcoholic Beverages License				
Event area designation map (if applicable)				
City Council action if required				

CITY CLERK COMMENTS/CONDITIONS:

******FOR STAFF USE ONLY******

PUBLIC WORKS	FILE/ACTION DATE	COST EST SUBMITTED	APPROVAL DATE	NAME
NO ACTION REQUIRED				
Site visit with organizer				
Park set up/map review with organizer				
Road set up/map review with organizer				
Dig Safe completed for site(s)				
Electric access reviewed and plan approved				
Water access reviewed and plan approved				
Equipment and vehicles on property – logistics plan reviewed and approved				
Parking lots/garages – plan reviewed and approved				
Non-profits using parking area – review Parking Policy				
Waste collection plan reviewed and approved				
Organizer contact for private parking lots in area				
Parking and emergency shelter signage				
City Council action if required				

PUBLIC WORK COMMENTS/CONDITIONS:

*****FOR STAFF USE ONLY*****

PUBLIC WORKS – REQUESTED ITEMS NOT REFERENCED ABOVE

	Bollards		Weedwack electrical area	
	Barrels		Tables/Chairs	
	Trash bags		Spray area(s) as needed	
	Repair area(s)			
	Snow fence			
	Keys			
	Barricades			
	Dumpsters			
	Recycle bins			
	Water spickets – working			

PUBLIC WORK COMMENTS/CONDITIONS:

POLICE DEPARTMENT	FILE/ACTION DATE	COST EST SUBMITTED	APPROVAL DATE	NAME
NO ACTION REQUIRED				
Map reviewed and approved				
Security reviewed and approved				
Parade permit				
City Council action if required				

POLICE DEPARTMENT COMMENTS/CONDITIONS:

******FOR STAFF USE ONLY******

FIRE DEPARTMENT	FILE/ACTION DATE	COST EST SUBMITTED	APPROVAL DATE	NAME
NO ACTION REQUIRED				
Flame retardant tent/awning/canopy certificates submitted				
Fire Marshall and Lew. FD fireworks permits issued				
Fire Marshal carnival license issued				
Carnival inspection				
Organizer advised of open burning permit requirement				
Fire Dept. permit for propane tanks over 20 lbs. issued				
General fire safety inspection: cooking equipment; fire extinguishers, tents, etc.				
City Council Action if required				

FIRE DEPT. COMMENTS/CONDITIONS:

CODE ENFORCEM'T SANITARIAN	FILE/ACTION DATE	COST EST SUBMITTED	APPROVAL DATE	NAME
NO ACTION REQUIRED				
Vendors reviewed and inspections scheduled				
City Council action if required				

CODE/SANITARIAN COMMENTS/CONDITIONS:

******FOR STAFF USE ONLY******

ADMINISTRATION	FILE/ACTION DATE	COST EST SUBMITTED	APPROVAL DATE	NAME
NO ACTION REQUIRED				
Certificate of Insurance				
Porta-Potty /hand-washing and ADA requirements reviewed and approved				
Security deposit/ Performance Bond				
First Aid plan reviewed				
ALL FEES REVIEWED AND PAID				
Contact Aub-911 & Auburn Staff				
Provide parking, park, BBQ, and applicable policies				
Organizer contact of area businesses (if applicable)				
Form 990 or IRS letter submitted				
Applicant raising money for another agency— letter & financials				
City Council action if required				

ADMINISTRATION COMMENTS/CONDITIONS:

FINAL ADMINISTRATION APPROVAL

- A. _____ All event requirements have been met to the City's satisfaction
- B. _____ Event is not approved as application was not submitted in a timely manner or has not provided sufficient information
- C. _____ Event application is not approved – *see comments below*

Phil Nadeau, Deputy City Administrator

Date



Report Claims Immediately by Calling*

1-800-238-6225

*Speak directly with a claim professional
24 hours a day, 365 days a year*

*Unless Your Policy Requires Written Notice or Reporting

COMMERCIAL INSURANCE

A Custom Insurance Policy Prepared for:

THE STREET PLANS
COLLABORATIVE, INC.
221 ARAGON AVE
STE 204
CORAL GABLES FL 33134

Presented by: USI INS SERVICES LLC

TRAVELERS CORP. TEL: 1-800-328-2189
ENGINEER
COMMON POLICY DECLARATIONS
ISSUE DATE: 02/24/14
POLICY NUMBER: X-660-9376P982-PHX-14

INSURING COMPANY:
THE PHOENIX INSURANCE COMPANY

1. NAMED INSURED AND MAILING ADDRESS:
THE STREET PLANS
COLLABORATIVE, INC.
221 ARAGON AVE
STE 204
CORAL GABLES, FL 33134

2. POLICY PERIOD: From 04/19/14 to 04/19/15 12:01 A.M. Standard Time at
your mailing address.

3. LOCATIONS
Premises Bldg.
Loc. No. No. Occupancy Address

SEE IL T0 03

4. COVERAGE PARTS FORMING PART OF THIS POLICY AND INSURING COMPANIES:
COMMERCIAL GENERAL LIABILITY COV PART DECLARATIONS CG T0 01 11 03 PHX

5. NUMBERS OF FORMS AND ENDORSEMENTS
FORMING A PART OF THIS POLICY: SEE IL T8 01 10 93

6. SUPPLEMENTAL POLICIES: Each of the following is a separate policy
containing its complete provisions:
Policy Policy No. Insuring Company

DIRECT BILL
7. PREMIUM SUMMARY:
Provisional Premium \$ 407
Due at Inception \$
Due at Each \$

NAME AND ADDRESS OF AGENT OR BROKER:
USI INS SERVICES LLC (CGW93)
1715 N WESTSHORE BLVD STE 700
TAMPA, FL 33607

COUNTERSIGNED BY:

Authorized Representative

DATE: _____

TAXES AND SURCHARGES

POLICY NUMBER: X-660-9376P982-PHX-14

EFFECTIVE DATE: 04/19/14

ISSUE DATE: 02/24/14

DESCRIPTION	AMOUNT
2011 FL INSURANCE GUARANTY ASSOCIATION	4.00
FL CAT FUND EMERGENCY ASSESSMENT SURCHARGE - A. O.	5.00

IL TO 02 11 89 PAGE 2 OF 2

OFFICE: A&E RETAIL 20V
PRODUCER NAME: USI INS SERVICES LLC

CGW93

POLICY NUMBER: X-660-9376P982-PHX-14

EFFECTIVE DATE: 04-19-14

ISSUE DATE: 02-24-14

LISTING OF FORMS, ENDORSEMENTS AND SCHEDULE NUMBERS

THIS LISTING SHOWS THE NUMBER OF FORMS, SCHEDULES AND ENDORSEMENTS BY LINE OF BUSINESS.

IL T0 02 11 89	COMMON POLICY DECLARATIONS
IL T8 01 10 93	FORMS, ENDORSEMENTS AND SCHEDULE NUMBERS
IL T0 01 01 07	COMMON POLICY CONDITIONS
IL T0 03 04 96	LOCATION SCHEDULE

COMMERCIAL GENERAL LIABILITY

CG T0 01 11 03	COML GENERAL LIABILITY COV PART DEC
CG D3 15 11 03	BLANKET DESIG LOCATION(S) GENL AGGR LMT
CG T0 07 09 87	DECLARATIONS PREMIUM SCHEDULE
CG T0 08 11 03	KEY TO DECLARATIONS PREMIUM SCHEDULE
CG T0 34 11 03	TABLE OF CONTENTS
CG 00 01 10 01	COMMERCIAL GENERAL LIABILITY COV FORM
CG D2 55 11 03	AMENDMENT OF COVERAGE - POLLUTION
CG D3 81 09 07	ADDT INSURED ARCHITECT,ENGINEER,SURVEYOR
CG D4 71 02 09	AMEND COVERAGE B - PERS & ADV INJURY
CG 21 70 01 08	CAP ON LOSSES-CERTIFIED ACTS-TERRORISM
CG D0 37 04 05	OTHER INSURANCE-ADDITIONAL INSUREDS
CG D0 86 11 03	HIRED AND NONOWNED AUTO EXCESS LIAB
CG D2 03 12 97	AMEND-NON CUMULATION OF EACH OCC
CG D3 79 09 07	ARCHITECT,ENGINEER,SURVEYOR XTEND ENDORS
CG D4 13 04 08	AMENDMENT OF COVERAGE-COOLING-POLLUTION
CG D2 88 11 03	EMPLOYMENT-RELATED PRACTICES EXCLUSION
CG D3 26 10 11	EXCLUSION - UNSOLICITED COMMUNICATION
CG D3 56 01 05	MOBILE EQUIP/EXCL VEHICLES SUB TO MV LAW
CG D3 80 10 11	EXCL-ENGIN ARCHITECT OR SURVEY PROF LIAB
CG D4 21 07 08	AMEND CONTRAC LIAB EXCL-EXC TO NAMED INS
CG D6 18 10 11	EXCL-VIOLATION OF CONSUMER FIN PROT LAWS
CG D0 76 06 93	EXCLUSION-LEAD
CG D1 42 01 99	EXCLUSION-DISCRIMINATION
CG D2 42 01 02	EXCLUSION WAR
CG T4 78 02 90	EXCLUSION-ASBESTOS
CG T3 33 11 03	LIMIT WHEN TWO OR MORE POLICIES APPLY
CG 02 20 03 12	FL CHANGES-CANCELLATION & NONRENEWAL

INTERLINE ENDORSEMENTS

IL T3 68 05 10	FEDERAL TERRORISM RISK INS ACT DISCLOSE
IL 00 21 09 08	NUCLEAR ENERGY LIAB EXCL END-BROAD FORM

LOCATION SCHEDULE

POLICY NUMBER: X-660-9376P982-PHX-14

This Schedule of Locations and Buildings applies to the Common Policy Declarations for the period 04-19-14 to 04-19-15.

Loc. No.	Bldg. No.	Address	Occupancy
1	1	221 ARAGON AVE STE 204 CORAL GABLES, FL 33134-9999	ENGINEERS OFFICE

**COMMERCIAL GENERAL LIABILITY
COVERAGE PART DECLARATIONS****POLICY NO.:** X-660-9376P982-PHX-14
ISSUE DATE: 02-24-14**INSURING COMPANY:**

THE PHOENIX INSURANCE COMPANY

DECLARATIONS PERIOD: From 04-19-14 to 04-19-15 12:01 A.M. Standard Time at your mailing address shown in the Common Policy Declarations.

The Commercial General Liability Coverage Part consists of these Declarations and the Coverage Form shown below.

1. COVERAGE AND LIMITS OF INSURANCE:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM	LIMITS OF INSURANCE
General Aggregate Limit (Other than Products-Completed Operations)	\$ 2,000,000
Products-Completed Operations Aggregate Limit	\$ 2,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
Each Occurrence Limit	\$ 1,000,000
Damage To Premises Rented To You Limit (any one premises)	\$ 100,000
Medical Expense Limit (any one person)	\$ 5,000

2. AUDIT PERIOD: NONE**3. FORM OF BUSINESS: CORPORATION****4. NUMBERS OF FORMS, SCHEDULES AND ENDORSEMENTS FORMING PART OF THIS COVERAGE PART ARE ATTACHED AS A SEPARATE LISTING.****COMMERCIAL GENERAL LIABILITY COVERAGE
IS SUBJECT TO A GENERAL AGGREGATE LIMIT**

DECLARATIONS PREMIUM SCHEDULE

POLICY NUMBER: X-660-9376P982-PHX-14

This Schedule applies to the Declarations for the period of 04-19-14 to 04-19-15

It shows all of your known rating classes as of the effective date. Any exceptions will be so noted. This includes all locations you own, rent or occupy.

OPN NO.	LOC/ BLDG NO.	CLASS DESCRIPT/ CODE NO.	SUBLINE	PREMIUM BASE/ EXPOSURE	RATES	ADVANCE PREMIUM
MINIMUM PREMIUMS						
		PREM/OPS		\$221		
		PROD/C-OPS		\$1		
		LOB		\$250		
	1/	1 BLANKET DESIGNATED LOCATION(S) L AGGREGATE LIMIT ENDORSEMENT.		GENE		
002		44444	PREM/OPS	S FLAT CHARGE		99
003			PROD/C-OPS	S FLAT CHARGE		1
	1/	1 ADDITIONAL INTEREST-OTHER				
004		49950	PREM/OPS	FLAT CHG		150
	1/	1 BUILDINGS OR PREMISES - OFFICE - PREMISES OCCUPIED BY EMPLOYEES OF THE INSURED - OTHER THAN NOT-FOR-PROFIT PRODUCTS-COMPLETED OPERATIONS ARE SUBJECT TO THE GENERAL AGGREGATE LIMIT.				
005		61224	PREM/OPS	A	130 521.327	68
		HIRED AND NONOWNED AUTO EXCESS LIABILITY				
001		39097	PREM/OPS			80
		COVERAGE PART TOTAL				398

*This class is subject to the prem/ops transition program.

If an "X" is entered in this box, these Declarations are completed on the Premium Schedule Extension CG T0 12.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

HIRED AND NONOWNED AUTO EXCESS LIABILITY ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

COVERAGE

Hired and Nonowned Auto Liability

ADDITIONAL PREMIUM

\$ 80

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement).

PROVISIONS

A. COVERAGE

If a premium charge is shown in the Schedule, above the insurance provided under **Section I – Coverage A – Bodily Injury And Property Damage Liability** applies to "bodily injury" and "property damage" arising out of the maintenance or use of a "hired auto" or "nonowned auto".

B. EXCLUSIONS

With respect to the insurance provided by this endorsement:

1. The exclusions, under **Section I – Coverage A – Bodily Injury And Property Damage Liability**, other than exclusions a., b., d., e., f. and i. and the Nuclear Energy Liability Exclusion (Broad Form) are deleted and replaced by the following:

- a. "Bodily injury" to any fellow "employee" of the "insured" arising out of and in the course of the fellow "employee's" employment.
- b. "Property damage" to:
 - (1) Property owned or being transported by, or rented or loaned to the insured; or
 - (2) Property in the care, custody or control of the insured.

C. WHO IS AN INSURED

Section II – Who Is An Insured is replaced by the following:

Each of the following is an insured under this insurance to the extent set forth below:

- 1. You;
- 2. Anyone else including any partner or "executive officer" of yours while using with your permission a "hired auto" or a "nonowned auto" except:
 - a. The owner or lessee (of whom you are a sublessee) of a "hired auto" or the owner or lessee of a "nonowned auto" or any agent or "employee" of any such owner or lessee;
 - b. Your "employee" if the covered "auto" is owned by that "employee" or a member of his or her household;
 - c. Your "employee" if the covered "auto" is leased, hired or rented by him or her or a member of his or her household under a lease or rental agreement for a period of 180 days or more;
 - d. Any partner or "executive officer" with respect to any "auto" owned by such partner or officer or a member of his or her household;
 - e. Any partner or "executive officer" with respect to any "auto" leased or rented to such partner or officer or a member of his or her household under a lease or rental agreement for a period of 180 days or more;
 - f. Any person while employed in or otherwise engaged in duties in connection with an "auto business", other than an "auto business" you operate;
 - g. Anyone other than your "employees", partners, a lessee or borrower or any of

COMMERCIAL GENERAL LIABILITY

their "employees", while moving property to or from a "hired auto" or a "nonowned auto"; or

3. Any other person or organization, but only with respect to their liability because of acts or omissions of an insured under 1. or 2. above.

D. AMENDED DEFINITIONS

The Definition of "insured contract" in **Section V – Definitions** is amended by the addition of the following exceptions to paragraph f.:

Paragraph f. does not include that part of any contract or agreement:

- (4) That pertains to the loan, lease or rental of an "auto" to you or any of your "employees", if the "auto" is loaned, leased or rented with a driver; or
- (5) That holds a person or organization engaged in the business of transporting property by "auto" for hire harmless for your use of a covered "auto" over a route or territory that person or organization is authorized to serve by public authority.

E. ADDITIONAL DEFINITIONS

Section V – Definitions is amended by the addition of the following definitions:

1. "Auto Business" means the business or occupation of selling, repairing, servicing, storing or parking "autos."

2. "Hired auto" means any "auto" you lease, hire, rent or borrow. This does not include:

- a. Any "auto" you lease, hire or rent under a lease or rental agreement for a period of 180 days or more, or
- b. Any "auto" you lease, hire, rent or borrow from any of your "employees", partners, stockholders, or members of their households.

3. Nonowned auto" means any "autos" you do not own, lease, hire, rent or borrow that are being used in the course and scope of your business at the time of an "occurrence". This includes "autos" owned by your "employees" or partners or members of their households but only while being used in the course and scope of your business at the time of an "occurrence".

If you are a sole proprietor, "nonowned auto" means any "autos" you do not own, lease, hire, rent or borrow that are being used in the course and scope of your business or personal affairs at the time of an "occurrence".

F. CONDITIONS

The insurance provided by this endorsement is excess over any of the other insurance, whether primary, excess, contingent or on any other basis, that applies to "bodily injury" or "property damage" arising out of the maintenance or use of a "hired auto" or "nonowned auto."

POLICY OVERPRINT PAGE 1 OF 1
POLICY NUMBER: X-660-9376P982-PHX-14
RATER: SH3G ISSUE DATE: 02/24/14
ENGINEER

EFFECTIVE DATE: 04/19/14
EXPIRATION DATE: 04/19/15

INSUREDS NAME: THE STREET PLANS
COLLABORATIVE, INC.

NEW/RENEWAL: R	PAYMODE: B
SOLICITOR CODE:	AUDIT FREQUENCY: N
SAI: 5050C9146	RESPONSIBILITY: X
MSI:	WATCH FILE: 0
RATING MODE: G	SURVEY CODE: 2
SPECIAL CODE:	REINSURANCE: N
PROGRAM CODE: B28	AUTO FILINGS:
FEDERAL TAX ID:	

PREMIUM SUMMARY

S.B.	ACCOUNT MONTH	EFF. DATE	PREMIUM	NON PREMIUM	TOTAL
			398.00	9.00	407.00

TOTAL: 398.00 9.00 407.00

OFFICE: A&E RETAIL 20V
PRODUCER NAME: USI INS SERVICES LLC

CGW93

PREMIUM SPLIT FORM PAGE 1 OF 1

POLICY NUMBER: X-660-9376P982-PHX-14

RATER: SH3G ISSUE DATE: 02/24/14

ACCOUNT MONTH	EFFECTIVE DATE	COMM ITEM	COMM ITEM	COMM ITEM	COMM ITEM
		NC H3	NC H8	.1500 PREM	
		PREMIUM	PREMIUM	PREMIUM	PREMIUM
		5.00	4.00	398	

H3=FLCATAO

H8=FIGA

OFFICE: A&E RETAIL 20V
 PRODUCER NAME: USI INS SERVICES LLC

CGW93

LEWISTON CITY COUNCIL
MEETING OF MAY 19, 2015

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 9

SUBJECT:

Resolve Accepting the Report of the Committee to Review Public Works' Service Level Standards and Extending the Term of the Committee.

INFORMATION:

In June 2014, the City Council established the Committee to Review Public Works' Service Level Standards and set out its mission and organization. The Task Force has submitted a Final Report of their review. This was presented to the City Council during a previous workshop. This agenda item is to accept the Final Report and to also approve extending the terms of the Task Force until December 2016 so they can work on some follow up items related to their review.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EA/B/kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
---	---	---	---	---	---	---	---

To approve the Resolve Accepting the Report of the Committee to Review Public Works' Service Level Standards and Extending the Term of the Committee.



COUNCIL RESOLVE

Resolve, Accepting the Report of the Committee to Review Public Works' Service Level Standards and Extending the Term of the Committee.

Whereas, in June 2014, the City Council established the Committee to Review Public Works' Service Level Standards and charged it with undertaking a comprehensive review of the Public Works Department including reviewing current staffing levels, organizational structure, and equipment to determine their adequacy in providing acceptable levels of service; and

Whereas, following this review, the Committee was also asked to develop recommendations that could enhance or improve departmental efficiency and effectiveness; and

Whereas, the Committee began meeting in December 2014 with the goal of completing its tasks in time for the City Council to consider its recommendations during the FY16 budget process; and

Whereas, the Committee developed and presented its report to the Council in May 2015; and

Whereas, due to the length of time required to appoint Committee members and organize its work, the Committee did not have adequate time to fully evaluate the productivity and work processes of the Department and submitted its final report later in the budget process than hoped; and

Whereas, as a result, the Committee is recommending that its tenure be extended for two (2) years and that it meet between August and December of each year to continue to review Department operations and review budgetary needs and issues;

Now, therefore, be it resolved by the City Council of the City of Lewiston that

The attached Final Report of the Committee to Review Public Works' Service Level Standards is hereby accepted with thanks and appreciation to the members of the Committee for their time and hard work.

Be it further Resolved that

The term of the Committee is extended to December 31, 2016.

REPORT OF THE COMMITTEE TO REVIEW PUBLIC WORKS' SERVICE LEVEL STANDARDS

Executive Summary

In June 2014, the City Council established the Committee to Review Public Works' Service Level Standards and charged it with the following mission:

- Establish acceptable service level baselines (Bench Marks) for the Department of Public Works;
- Review current staffing levels, organizational structure, and equipment to determine its adequacy to meet those baselines/bench marks or other service levels;
- Once the above bullets are completed, review/evaluate whether further review is warranted; if so, then proceed to:
 - Identify investments in personnel, equipment or technology that could be made to enhance or improve departmental efficiency and effectiveness in meeting the service level baselines;
 - Review current customer service system to evaluate its ability to adequately track and monitor citizen service requests;

The Committee is composed of 7 voting members: City Councilors Donald D'Auteuil and Shane Bouchard and public members John Butler, Richard Desjardins, John Gendron, Gary St. Laurent, and Paul Robinson. Staff support to the Committee was provided by City Administrator Ed Barrett and Public Works Director David Jones plus key management personnel of the Public Works Department. The Committee began meeting in December 2014 with the goal of completing its tasks in time for the City Council to consider its recommendations during the FY16 budget process. The Committee met biweekly, resulting in this final report.

Recommendations the Committee suggests the City Council consider include:

1. Contracting for up to four (4) winter operations plow routes using multi-year contracts;
2. Contracting for Downtown Snow Removal to address increased service to businesses on Lisbon, Main, and Park Streets;
3. Contracting for summer mowing for City owned properties except for athletic fields, the Public Works Complex, Operations Center, Armory and Solid Waste Facility;
4. Standardize the Public Works fleet of vehicles and equipment to the greatest extent possible;
5. Support and fund the construction of a Wash Rack for vehicles and equipment to meet regulatory needs and extend life expectancies for vehicles and equipment;
6. Replace the Unit 803 a (2004) Jacobson Field Mower with two (2) 72" ExMark Zero Turn Mowers with bagging units.
7. Move the Aquatic Program from the Recreation Activity Fund to the City's General Fund;
8. Seek additional revenues for recreation programs via advertising on field fences and other sources;
9. Adoption of the Pay As You Throw (PAYT) system for Solid Waste;
10. Support and fund infrastructure improvements for water, sewer and stormwater utilities to address aged infrastructure even if this requires utility rate increases;
11. Support a street condition inventory to assist in critical decision making in prioritizing road and sidewalk improvement/repair projects
12. Continue the Public Works Committee as an Ad hoc Committee for two (2) years to meet between August and December to continue to review Department operations and review budgetary needs and issues.

Additional details and explanatory information is available for each of these recommendations in the report.

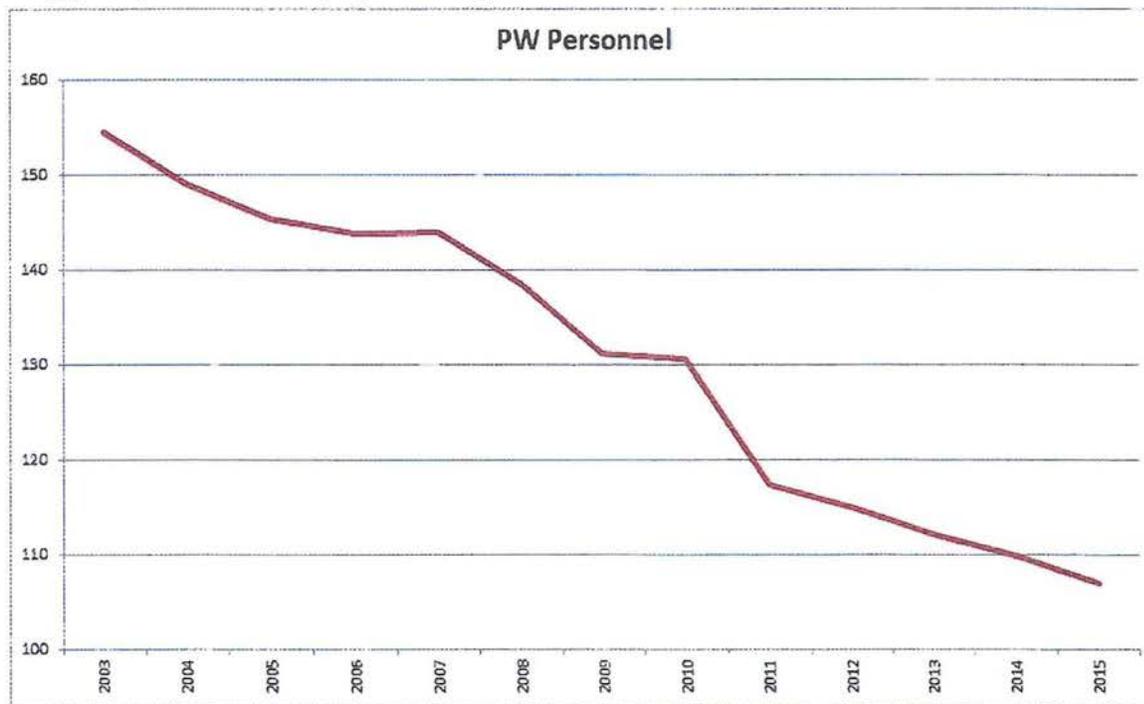
REPORT OF THE COMMITTEE TO REVIEW PUBLIC WORKS' SERVICE LEVEL STANDARDS

I. PUBLIC WORKS STAFFING

Total staffing for the Department of Public Works has declined from a high of 154.5 in FY03 to 107 in FY15, a reduction of 31%, primarily as a result of significant city-wide budget and staffing reductions. A departmental organization chart can be found in Appendix A.

PW Personnel by Fund Source													
Budget	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Public Works	107.75	101.5	101.5	100	98.7	93.7	95.2	94.7	84.7	83.65	80.75	79.75	78.575
Water*	19.625	19.625	18.925	18.925	19.125	18.465	17.99	18	16.7	17.2	17.2	16.07	17.225
Sewer*	12.125	12.125	10.925	10.925	11.125	10.365	9.99	10	10	8.2	8.2	8.2	8.225
Stormwater*	0	0	0	0	0	0	0	0	0	0	0	0	0
Recreation	15	15.75	14	14	15	16	8	8	6	6	6	6	3
Total	154.5	149	145.35	143.85	143.95	138.53	131.18	130.7	117.4	115.05	112.15	110.02	107.025

* Does not include personnel from Finance (billing and accounting), MIS, Treasurer or other overhead personnel



The Department has been able to mitigate the impact of these cuts through enhanced cross-utilization of personnel from various areas to address priority needs by, for example, using utility, recreation, and, most recently, building maintenance personnel during snow events, the transfer and consolidation of certain back office functions to the Finance Department, and selective reductions in service levels, such as the lengthening of plow routes which occurred in FY11.

The Committee takes special note that the consolidation of various functions into a single department (Public Works, Water, Sewer, Stormwater, Building Maintenance, and Parks Maintenance) has been essential in allowing the department to adapt to severe personnel reductions. Such consolidation should be maintained into the future.

REPORT OF THE COMMITTEE TO REVIEW PUBLIC WORKS' SERVICE LEVEL STANDARDS

SUMMER AND WINTER STAFFING

Historically, most municipalities allow Public Works Staffing to be driven by winter maintenance requirements. In order to have adequate forces to handle snow emergencies, such municipalities "staff up" for the winter and effectively overstaff for summer work.

Both Committee Members and City staff involved in this review assumed that Lewiston was following that practice. As a result, the Committee began investigating the potential for contracting out a portion of winter maintenance responsibilities, such as certain plow routes, to bring full time staff into line with summer demands.

To check this assumption, the Committee requested that staff undertake an analysis of peak summer workload to determine if and the extent to which summer overstaffing was occurring.

The summer responsibilities of two separate groups within the department, Highway and Tree and Open Space, were analyzed. Highway non-snow assignments are shown in Appendix B organized by non-winter months. This analysis shows that the total number of employees needed to address all services from April through early November averages 33 with a high of 40 and low of 28. The current number of Highway employees available for this work is 24. In addition, the Department limits vacations during the winter months, resulting in most vacation or compensatory time being used during the summer, further reducing the average number of staff available.

This analysis indicates that rather than being overstaffed in the summer, we are effectively understaffed and unable to address all required work. For example, we may not be completing all ditching, bridge maintenance, or Stormwater duties.

In addition to Trees and Open Spaces, the second group of employees is also responsible for highway signs and markings. These assignments are shown in Appendix C. Between April and October, this Division's workload requires an average staffing of 20 where 13 employees are available. Some of the division's work is not being regularly addressed while other work is being done through the use of temporary summer employees who help with mowing, weeding, planting and maintenance for recreational activities, including support buildings, fencing, game prep and turf maintenance.

These results came as a surprise to both the members of the Committee and city staff. The increased requirements for non-snow related assignments (mowing additional areas, greenspace landscaping maintenance, increased number of lane markings, regulatory requirements associated with Stormwater, and so on), in conjunction with the staff reductions outlined above, have changed the workload mix.

The Committee concluded that Public Works staffing is no longer driven solely by winter operations.

REPORT OF THE COMMITTEE TO REVIEW PUBLIC WORKS' SERVICE LEVEL STANDARDS

ADDITIONAL USE OF CONTRACTED SERVICES

The Committee's analysis of the potential for contracting for additional services now performed by Public Works was initiated at the point where the Committee was of the belief that winter maintenance drove required staffing levels. Under that assumption, as attrition among the full-time workforce occurred, contractors would fill the winter gap until the summer minimum was reached. As explained above, the assumption of excess summer staffing was not found to be correct. Nevertheless, the Committee explored the potential of additional contracted services for winter plowing, downtown snow removal, and summer mowing.

Winter Plowing

Prior to FY11, the City contracted for a number of plow routes. That practice ended due to budget restrictions which resulted in city operated plow routes expanding to eliminate the cost of contracting.

For the contracting analysis, four current plow routes were identified and each of the two contractors on the Committee was asked to estimate what they would charge for handling two of the routes. For comparative purposes, the City's actual costs for plowing these routes were compiled by Public Works. The City's actual costs for plowing were in line and competitive with the costs proposed by one contractor and less than those of the other. The Committee determined that contracting for plow routes would be the preferred method for increasing the City's current level of service, if desired, or of addressing additional plowing workload should lane miles increase in the future. By doing so, it would provide the Department with more flexibility for addressing shortfalls of personnel on the B-Team, allow more personnel coverage to offset injuries, sick leave, and vacations, and allow personnel to be assigned to more quickly and effectively cover sidewalk clearing operations.

The Committee suggests the City Council consider contracting for four (4) plow routes with an estimated cost of ~\$45,000-\$50,000 annually. This would increase existing service levels and the cost would be a budget increase; however, this increase would be offset over time by reducing the cost of replacing existing equipment, lower fuel costs, and eventual attrition of personnel. The Committee further recommends the contracts be for a minimum of 3 years with 2 additional option years. This will create more interest in the contractor community and allow them to better amortize needed equipment investments to provide these services.

Downtown Snow Removal

Downtown snow removal has become a greater issue in recent years with the redevelopment that has occurred along Lisbon Street. At the present time, the City does not routinely remove snow until a significant build up has occurred along downtown curb lines. Downtown businesses have been requesting a higher level of service, noting that the presence of snow banks is a disincentive to customers and a safety hazard. In addition, contracting for this service would relieve City crews from the work, allowing them to focus snow removal efforts on other areas of the City. Contractors were again asked to estimate what they would charge for this service and City staff compiled information on what it costs the City. One contractor proposed a price substantially higher than the City's actual costs. The second, while more competitive, was based on the City providing the snowblower and operator.

REPORT OF THE COMMITTEE TO REVIEW PUBLIC WORKS' SERVICE LEVEL STANDARDS

The Committee determined that the City should consider contracting for this service in order to provide a higher level of service in support of downtown redevelopment and existing businesses and to free City crews to concentrate on other areas. The Committee recognizes, however, that this would result in a net budget increase.

Summer Mowing

In addition to traditional open spaces, the number of locations that the City must mow in the summer has increased in recent years as the City has demolished buildings and acquired smaller lots at scattered locations (see Appendix D). While the Committee felt it was appropriate for the City to continue to mow and maintain athletic fields due to their special requirements and the Public Works Complex, Operations Center, and Solid Waste Facility since they are directly managed by the Department, it was interested in potentially contracting mowing for other City spaces. A private contractor was asked to provide an estimate for this service. Here again, city costs were in line with the private contractor estimate.

Based on staff estimates, contracting this function could allow us to reduce our summer temporary help by 3 and reallocate 2 regular employees to other duties where we are not currently keeping up with requirements. It is clear that the department is not able to provide the preferred level of mowing service to all City properties, resulting in unkempt appearing vacant lots and green space areas. The City should consider contracting for additional mowing services to improve the appearance of the City. This would, again, be a net budget increase, with a cost range of ~\$80,000-\$85,000 being somewhat offset by ~\$15,000 in savings from elimination of the temporary help (net increased costs of \$65,000-\$70,000).

Overall Staffing Levels

The Committee concluded that current staffing levels are likely inadequate to meet the service requirements of the Department. The Committee did not feel it were in a position to evaluate efficiency or workload productivity and is not comfortable making recommendations for changes. Where service levels fall below acceptable levels, the City should contract for services from the private sector. This would allow service improvement while restricting the additional and/or intermittent costs associated with employees, particularly benefit costs and workers compensation costs (where the City is self-insured).

Prioritizing Work

Given staffing limitations and the inability to accomplish all required tasks in a reasonable time frame, it is essential that the work of the department be prioritized to ensure that the critical is not neglected to simply address the squeaky wheel. One clear example is the time and cost devoted to Christmas decorations. Thirty-six employee weeks are devoted to putting up and taking down these decorations. In addition, two lift trucks must be rented for at least six weeks. Overall, the total cost for this task approaches \$17,000 (labor and equipment costs). While the end product is aesthetically pleasing and welcoming, the Committee questions whether this justifies the cost and time involved. Alternative decorations that are less expensive to install should be explored and implemented. Other examples of

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non-required tasks include winter plow damage to private property and mailbox replacement. At the same time that resources are devoted to these tasks, the City has not been undertaking the required inspections and maintenance of City-owned bridges. These structures will deteriorate more rapidly without regular maintenance and bridge repair may become bridge replacement at a much higher cost. Other workload (road inspections, ditching and road shoulder maintenance, etc) is not receiving the needed attention, and the Committee may be able to assist the Department in prioritizing workload in the future.

The Committee discussed one other staffing concern – the age of the Public Works workforce. As the size of the Department has decreased and positions have been eliminated, employees with seniority have largely been protected. In addition, the City has historically benefited from relatively low employee turnover. This has produced a situation where the average age of Public Works employees is in the 50's, resulting in a knowledgeable workforce, but a workforce that is facing significant turnover in the next five to ten years and one which is, perhaps, less suited to the hard physical labor often required. While there may be no simple solution, the Council should be aware that it is an issue and explore potential options to address it. One major issue facing many older employees who might otherwise wish to retire is health insurance. Since Medicare is not available until an individual reaches the age of 65, we suspect that many employees continue to work out of necessity rather than choice. Finding a way to address this issue might provide employees with an incentive to retire, reducing both the City's health insurance and workers compensation exposures.

II. PUBLIC WORKS EQUIPMENT

Equipment Standardization. The Department suffers from a lack of standardization among its core vehicles and equipment. The presence of numerous makes and models of plow vehicles, for example, results in additional costs and downtime. Different parts must be stocked for different vehicles; automated diagnostics can require separately purchased equipment or software; mechanics must be trained on various pieces of equipment; the more variety in the fleet, the less familiar and efficient will be the mechanics who service it. The Committee recommends that efforts be made to standardize the Public Works fleet to the greatest extent possible. In an ideal world, the City would select one major vendor for each of its major categories of equipment. Recognizing that such standardization may be difficult for a public body that purchases on the basis of low bid, the Committee urges staff and the members of the City's Finance Committee to take costs other than simple purchase price into account when making purchasing decisions. At a minimum, this should include any additional costs associated with diagnostic equipment and software, mechanic training, and additional parts inventory requirements.

New Versus Used or Shared Equipment. Given the range of activities in which the Department is involved, it requires a wide variety of specialized equipment. Some of this equipment is not used constantly, but is required for only certain tasks or at certain times of the year. In addition, some of this equipment can be quite expensive. When specialized equipment is replaced, especially if it is an expensive item, the Department should carefully review: (1) the continuing need for the equipment;

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(2) whether its level of use supports buying a new or used unit; and (3) whether it is possible to share the use of the equipment with another government or organization.

The Department has been doing this in the past. For example, it has gone from three graders to one, replacing two of the units with plow trucks that are less expensive to purchase and to operate. It should continue doing this.

Purchasing used can be advantageous for needed equipment that, while cost effective to own, is not heavily operated. For example, the dozer used at the snow dump and City quarry recently suffered a major mechanical failure. Given that this unit is over 25 years old, the cost of the repair exceeds its value. The unit, however, is not used heavily. While needed during the winter at the snow dump and the summer at the quarry, the current unit has lasted beyond its life expectancy. As a result, it would be appropriate to replace it with a good quality used unit.

Equipment Sharing. Similarly and when possible, the potential of sharing specialized equipment with neighboring communities should also be considered. While this may be difficult given that specialized equipment frequently is in demand at the same time, it may be another option in certain specialized cases.

Fleet Utilization. Fleet utilization should be closely monitored. The goal should be to put the highest possible miles or hours on a unit before rust and environmental degradation take their toll. If a unit such as a pickup truck is not meeting utilization goals, it should be transferred to a function with higher utilization. Depreciation costs are consistent, whether a vehicle survives 50,000 or 100,000 miles. The fleet should be actively managed to minimize per mile or hour depreciation.

Fleet Replacement. Due to limitations on replacement funds in recent years, the department's fleet is aging. In some key areas, average fleet age exceeds the midpoint life expectancy as shown by the following examples:

Vehicle Type	Average Fleet Age	Life Expectancy
Backhoes (3)	18	15-20
Skid Steers (3)	18	15-20
1 Ton Dumps (7)	10.4	10-12
¾ Ton Pickups (7)	8.5	10
6 Wheel Dump Trucks (13)	8.8	12-15
10 Wheeler Dumps (5)	9.8	12-15
Towable Air Compressors(4)	19	20
Street Sweepers(4)	12.2	15
Sidewalk Tractors	9.8	10

In virtually every category of equipment, average fleet age now exceeds the midpoint life expectancy, in some cases by a considerable margin. This results in more frequent breakdowns, lower productivity, and higher maintenance and repair costs. In addition, as the fleet becomes less reliable, there is a tendency to retain older vehicles when newer units are purchased to provide additional backup for

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breakdowns. This is a natural response to the situation, but it addresses a symptom, not a problem, and increases overall operating costs.

Elimination of Sole Purpose Sanders. Historically, the department operated a separate fleet of salt/sanding vehicles that were not capable of plowing. Several years ago, a decision was made to eliminate these units and replace them with combined units capable of plowing. The Committee supports this change. The City can no longer justify a single purpose unit to salt and sand because such units reduce operator availability for covering plow routes. At its peak of six such units, six equipment operators were unavailable for plowing. Given the restrictions on staffing and the limited availability of operators to continue work after the first sixteen hours of a storm, this can no longer be justified. Replacing these units with combined units allows all vehicles to plow, removes situations where miscommunications result in recently salted/sanded areas being plowed, simplifies storm management, and allows for increasing the number of salt/sand plow units to ensure quicker response early in storms allowing for the creation of a salt brine surface and preventing snow/ice adherence and to handle storms which do not reach the level to require plowing.

Wash Rack. Public Works currently has only limited ability to wash its vehicles, especially during the winter when corrosive conditions are at their worst. The ability to thoroughly wash undercarriages is lacking. This leads to vehicle deterioration and higher repair and maintenance costs. The Department should have access to a vehicle wash facility to address this shortcoming. This need not be owned and operated by the City; however, if no other option is available, the City should establish such a facility, perhaps in conjunction with others, and/or charge for others to use it.

GPS Units in Vehicles. The City should consider equipping its Public Works fleet with GPS units and the associated technology that would allow supervisors and manager to closely monitor the department's vehicles. While this would clearly be helpful during storms when areas needing attention could easily be identified, it could also be helpful in modifying plow routes to equalize runs, tracking areas of the City that have been swept in the spring, and, potentially, providing citizens with access to where plow vehicles are during storms. At a minimum, the department should fully explore this option and evaluate the benefits that departments' currently using this technology have seen.

Mowing Equipment. The Department's FY2016 LCIP for Equipment Replacement included a request for \$63,500 to replace Unit 803 a (2004) Jacobson Field Mower used for athletic field maintenance. The Committee suggested this be replaced by purchasing two (2) 72" ExMark Zero turn mowers with bagging units for ~\$21,600 each.

III. Recreation Division

The Committee did not spend a great deal of time evaluating the Recreation Division since recreation largely falls outside of the Committee's primary areas of expertise. In discussion with staff, however, the Committee forwards the following recommendations.

Fees Should Cover Program Costs. The Recreation Division offers a wide range of recreation programs for individuals of all ages. In recent years, the fees charged for these programs or otherwise generated by the division have not covered the expenses of these programs. The division should work diligently toward the goal of covering program expenses from revenues, with the sole caveat noted below. Toward this end, the division should be encouraged to become more entrepreneurial, pursue new programs that will generate sufficient revenues to cover shortfalls in other areas, and expand its

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efforts to attract participants through a greater use of social media and other mechanisms, including closer cooperation and coordination of the Division's efforts with those of the City of Auburn. The Committee understands that this effort is now underway and encourages it to continue. Additionally, the Committee suggested other revenues sources such as advertising on field fences and other venues be considered to generate more revenue.

Aquatic Program. The one program where fees cannot cover expenses is the aquatic program at Kennedy Park. Since this program is seasonal and relatively high cost in comparison with others of the division and given its limited ability to generate revenue, the Committee recommends this program be moved from the Recreation Activity Fund to the General Fund. The presence of this program in the recreation activity fund distorts this fund's bottom line and obscures the goal of covering all other program costs through fees.

IV. Solid Waste Division

Historically, the City has been able to provide municipal solid waste collection and disposal services at a comparatively low cost to the taxpayer due to revenues generated by the City's landfill, a lease between a city development corporation and a firm that processes wood and bulky waste under which the city is permitted to dispose of a significant quantity of such waste at no cost, and certain fees, including charges for collecting waste from certain multi-family properties and miscellaneous revenues at the landfill. Over the period from 2004 through 2014, solid waste collection and disposal has cost the taxpayers between \$870,000 and \$1.65 million per year.

For purposes of this analysis, the figures presented represent those from FY14, the last year for which complete annual data is available.

For FY14, solid waste collection and disposal cost the City \$1,260,000 after taking into account revenues from all sources. The primary reason that Lewiston's costs are so low is the ash for trash program. In FY14, it cost Lewiston \$457,000 to dispose of its solid waste at the MMWAC incinerator in Auburn at a tipping fee of \$42 per ton. Note that this tipping fee is significantly below the market rate for disposal of waste at MMWAC, other such facilities in the state, and landfills. Revenue from accepting the ash from MMWAC totaled \$576,000 in the same year.

Other major costs of the system include: solid waste collection (\$543,000); recyclable collection (\$199,000); and debt service associated with the solid waste facility (\$490,000).

Other system revenues include: multi-family collection fees (\$324,000); sale of punch passes (\$50,000); and fees for accepting certain bulky wastes (\$12,500).

Solid Waste management in Maine is approaching a crossroads. Incineration, the major alternative to landfilling in Maine, is and will continue to be challenged financially as long term advantageous energy contracts have or will soon terminate. The incinerator in Biddeford recently closed. Communities in the Bangor area are seeking alternatives that could result in the closure of that facility. MMWAC, which has already lost its energy contract, is facing a significant financial challenge and is poised to raise rates to its member community owners by about 40%. The City's current agreement with MMWAC expires in 2017 and we anticipate that it will be seeking higher tipping fees for our solid waste.

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At this point, it is not clear that the remaining incinerators in the state will be able to effectively compete long-term with the cost of landfilling, especially at the point where incinerators face significant capital costs for upgrades or major maintenance.

Should MMWAC close, we will lose our current ash for trash arrangement. Under it, the revenue we receive from accepting ash exceeds our disposal costs. Should we lose the MMWAC option, disposing of our current 11,000 annual tons of residential waste will require that we either reopen our solid waste facility for such materials, at a significant cost, or transport to another landfill where tipping fees are in the \$80 per ton range. With transportation, this could increase our solid waste costs by roughly \$1,000,000 per year.

Similarly, the Re-energy recycling facility for wood and bulky waste is also financially challenged. Most recently, the recycled wood produced by this facility lost the renewable energy credits previously available to it. (Such credits are now restricted to green wood.) In addition, the market for metals, a by-product produced at this facility, has fallen by 40% in recent years. Losing this outlet could increase our costs for disposal of these materials substantially.

Finally, the City's current recycling rate, which is barely above 10%, is significantly below the state goal of 50%. This low recycling rate:

- Increases the tipping fees paid by the City for waste disposal,
- Underutilizes the recycling system we provide, and
- Does not contribute to the environmental benefits of recycling or the economic benefits associated with the recently opened materials processing facility at our Solid Waste Facility.

Given the current unrecovered costs associated with our system and the potential for significant additional costs in the future, the Committee reviewed the Pay as You Throw proposal under review by the City Council. Under a PAYT system, residents would purchase garbage bags that then must be used for disposal of their solid waste.

Based on preliminary budget figures for FY16, a PAYT program which produces roughly \$1 million in revenue and \$200,000 in savings on MMWAC tipping fees would allow the solid waste system to be operated as an enterprise fund and remove solid waste expenses from the City's General Fund budget.

It would also:

- Increase overall equity by moving everyone to a system in which they pay for the cost of collecting and disposing of solid waste
- Reduce energy use and greenhouse emissions through enhanced recycling
- Simplify the administration and oversight of the current program by eliminating the City's multi-family charge for service system.
- Allow MMWAC to replace the waste we reduce with other waste for which a higher tipping fee is charged, improving that facility's financial situation
- From the point of view of the taxpayer, move the cost of solid waste from an uncontrollable expense, where individual actions have no or very limited ability to effect the actual amount paid, to a controllable expense where individual actions can reduce costs, similar to the ability to control energy costs through conservation efforts or gasoline costs through choice of vehicle. While initially resistant, residents and councils in other communities have come to embrace PAYT with few if any programs discontinued.

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Impact Tax Rate/Taxes

Using the current year (FY15) budget, instituting a PAYT system would have reduced the City's tax rate by 64 cents per \$1,000 of assessed property value. A home assessed at \$100,000 would have saved \$64 in taxes; one at \$150,000 would have saved \$96; at \$200,000, the savings would have been \$128.

Assuming 30 gallon bags were to be priced at \$2 and a homeowner used one bag per week on average, the cost for that homeowner would be \$104 per year. Under this scenario, the "break even" point for a single family homeowner would be at properties valued at \$162,500. Homeowners who averaged less than one 30 gallon bag or who disposed of just one 15 gallon bag per week could significantly reduce their disposal expense.

Greater savings are not available to homeowners under this program due to the extent that city residential collection and disposal costs are underwritten by property taxes paid by commercial, industrial, and multi-family properties that now pay property taxes but do not receive city solid waste services.

Nevertheless, the Committee recommends that the PAYT system be adopted for the range of reasons outlined above.

V. Miscellaneous Recommendations

Collective Bargaining Agreements. As an employer, the City should strive to create a positive labor/management relationship. The City should pay fair wages and provide benefits comparable to those of the local private sector. Members of the Committee have limited experience regarding collective bargaining and union contract issues. The Committee did, however, review the major provisions of the contract covering the largest group at Public works and would note for the benefit of the Council the following observations.

In some areas, the benefits provided to municipal employees exceed those provided by the private sector. This is particularly the case in regard to health benefits where the City offers a quality plan with employees' participating at a low percentage of plan costs. While all employers should want to provide employees with quality coverage at an affordable cost, until the health economy changes dramatically, this is a goal that few businesses can achieve. The City should closely evaluate its health plan and its employee cost sharing percentages in an effort to bring them more closely into line with current prevailing practices.

In other areas, the collective bargaining agreement limits management's flexibility and increases costs. The department should identify such items and continue to pursue their modification or elimination as future contracts are negotiated.

Municipal Infrastructure. Lewiston has been here a long time. So has much of its infrastructure, particularly in the community's core area. Some water and sewer lines are over 100 years old and require replacement. Newer water lines installed before the introduction of lined pipes suffer from rust and scale accumulations that reduce water pressure and water quality. The City's street infrastructure is beginning to show the signs of deferred maintenance, as are other elements of the system including street lighting, bridges, and sidewalks. Although we recognize the reasons, including a desire to hold down the tax rate, avoid utility rate increases, reductions in state and federal funding, and the impact

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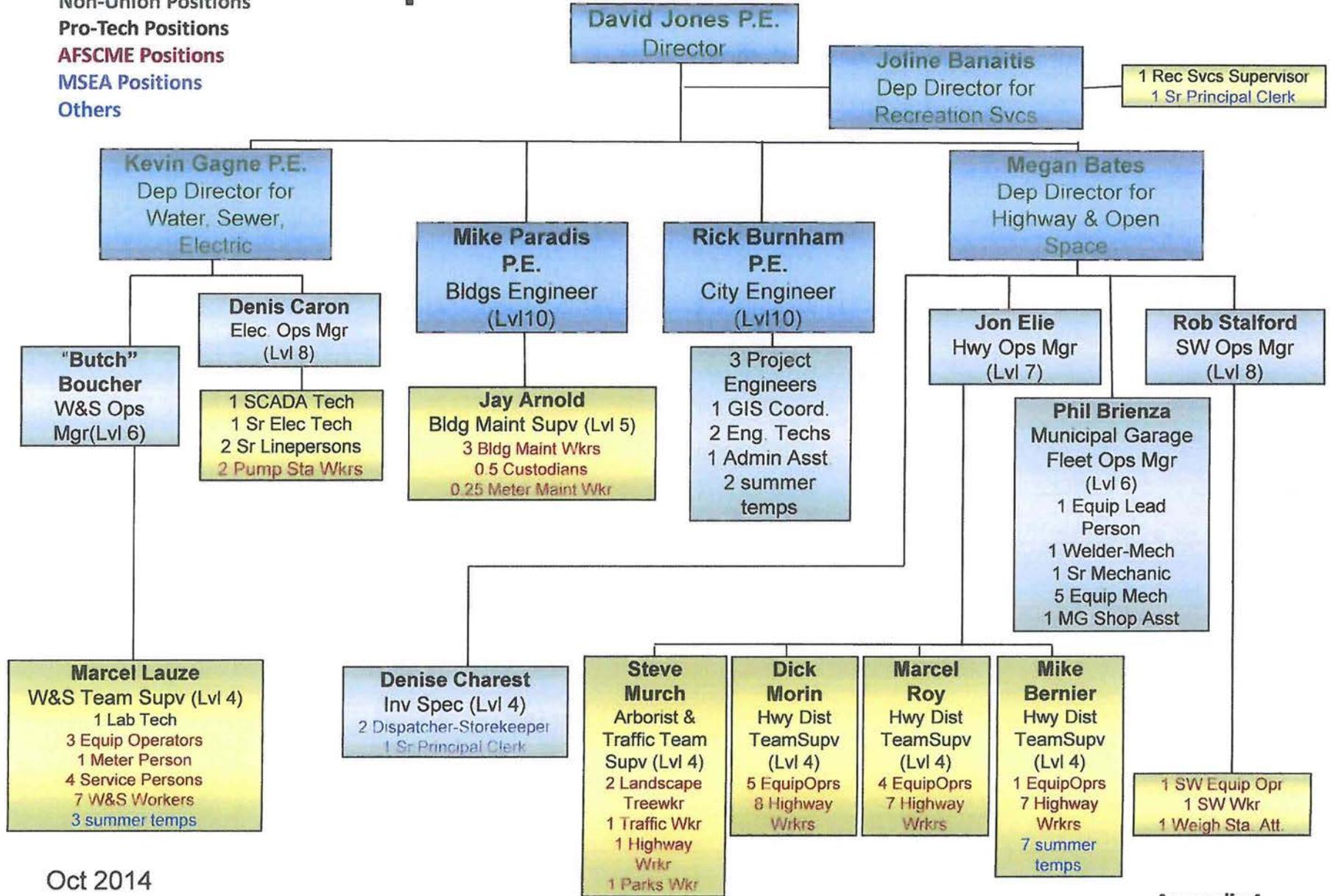
of the recession, the City has not been investing adequately in its infrastructure. In the water and sewer utilities, efforts to address older infrastructure have begun and should continue even if this requires utility rate increases. At the moment, Lewiston benefits from one of the lowest water rates in the state and, most likely, the country. There is room to invest. The sewer utility has been stressed by requirements to meet state and federal Combined Sewer Overflow and stormwater quality requirements, so rates are proportionately higher. Nevertheless, on-going efforts to upgrade the sewer collection system should also continue.

Street Inventory System. As to roads and sidewalks, the Committee recognizes that the City does and will continue to face financial restrictions. As a result, investments in streets and sidewalks must be directed to the areas in most need with the highest priority. Public Works should have a street inventory system that allows the department to tightly direct its limited resources to those streets that need it the most. In a time of restricted resources, careful prioritization is essential. Without an up to date street condition inventory, sound decision making is difficult. As to sidewalks, the City should develop a policy outlining where sidewalks should be installed and where they should not, including where they should be removed. Given the current sidewalk maintenance budget, its questionable how much of the sidewalk network will remain useable over the next 20 to 40 years. Sidewalks that cannot be justified must be eliminated.

Public Works Committee. The Committee recommends this Committee remain as an Ad hoc Committee for a period of two (2) years and then be re-evaluated to determine if it should continue. The Committee would provide assistance to the Department and City Administration and recommendations to the City Council regarding investments in personnel, equipment and/or technology that could enhance efficiency and effectiveness. The Committee would meet from August to December each year such that recommendations can be included during the development and presentation of the annual budget (December-March).

Department of Public Works

Non-Union Positions
 Pro-Tech Positions
 AFSCME Positions
 MSEA Positions
 Others



Oct 2014

Appendix A

Highway Non-Snow related Assignments					
Month	Regular Assignment	# workers	# Weeks	Notes	Employees
Dec/Jan/Feb	Hot box	4	10 weeks	Weather permitting	
	Storm Water duties	6	Year round		
	SWF Coverage	1	Year round		
	Inspections/locates	1	All month	intermittent	
March	hotbox	4	All month		
	Vac All	2	All month		
	Storm Water duties	6	All month		
	SWF Coverage	1	All month		
	Inspections/locates	1	All month		
April/May	Lawn Repairs	8	All month		34
	GP	8	All month		
	Inspections/locates	1	All month		
	Storm Water duties	6	All month		
	SWF Coverage	1	All month		
	Sweeping streets	5	All month		
	Vac All	2	All month		
	Sweeping sidewalks	4	4 weeks		
Operator for Quarry & Op Center	1	All month			
June	Sweeping Streets	5	All month		40
	Lawn Repairs	8	All month		
	GP	8	All month		
	Ditching	8	All month		
	Storm water duties	6	All month		
	Vac All	2	All month		
	SWF Coverage	1	All month		
	Inspections/locates	1	All month		
Operator Quarry & Op Center	1	All month			
July	Vac All	2	All month		35
	Storm Water duties	6	All month		
	GP	8	All month		
	Guardrail Repair	3	All month	intermittent	
	Maintenance Sweeping	1	All month		
	Bridge Repair	2	All month	intermittent	
	Festivals	2	All month	intermittent	
	Ditching	8	All month		
	SWF Coverage	1	All month		
	Inspections/locates	1	All month		
Operator Quarry & Op Center	1	All month			

Highway Non-Snow related Assignments					
Month	Regular Assignment	# workers	# Weeks	Notes	Employees
August	Vac All	2	All month		32
	Maintenance Sweeping	1	All month		
	Festivals	8	7 days	intermittent	
	GP	8	All month		
	Storm Water Duties	6	All month		
	Ditching	8	All month		
	SWF Coverage	1	All month		
	Inspections/locates	1	All month		
	Operator for Quarry & Op Center	1	All month		
September / October into November weather permitting	Vac All	2	All month		28
	Maintenance Sweeping	1	All month		
	GP	8	All month		
	Storm Water Duties	6	All month		
	Ditching	8	All month		
	SWF Coverage	1	All month		
	Inspections/locates	1	All month		
	Operator Quarry & Op Center	1	All month		

Tree & Open Spaces & Traffic Assignments					
Month	Regular Assignment	# workers	# Weeks	Notes	Employees
January /	Workfare	1	All month		
February	Runner	1	All month		
	Pruning Trees	3	All month		
	Christmas Decoration Tear Down	6	2 weeks		
	Chip Christmas Trees	3	3 weeks	intermittent	
	Athletic Equipment Maintenance	1	8 weeks		
	Traffic & Street Signs/Traffic Control	2	All month		
March	Workfare	1	All month		
	Runner	1	All month		
	Finish up Athletic Equipment	1	All month		
	Sidewalk Sweeping Including Park, Basket Ball & Tennis Courts	5	2 weeks		
	Infield Work on Ball fields	4	1.5 weeks		
	Spring Cleanup of all Landscape Areas	3	All month		
	Traffic & Street Signs Maint. /Traffic Control	2	All month		
April	Runner	1	All month		19
	Workfare	1	All month		
	Spring Cleanup Assistants Brush Collection	6	1 weeks	Two from Hway	
	Mowing - All areas	4	2-3 weeks		
	Graffiti Maintenance	1	4 days	Intermittent	
	Lawn Repairs in Parks	3	5 days		
	Spring Landscape Maintenance	3	All month		
	Traffic Control Shorting Markings Begins	2	2 weeks		
	Athletic Turf Maintenance	2	3 days		
	Set-out Lacrosse Goals and Court Nets	2	1 day		
	Building & Structure Repairs	2	2 days		
	Traffic & Street Signs Maint. /Traffic Control	2	All month		
	Traffic Control Markings (Stop bars, arrows, cross-walks, bikepaths, etc)	2	3 weeks		
	Sidewalk Sweeping	5	3 weeks		
May	Traffic Control Markings (Stop bars, arrows, cross-walks, bikepaths, etc)	2	All month		17
	Traffic & Street Signs Maint. /Traffic Control	2	All month		
	Mowing - All areas	4	All month		
	Athletic Turf Maintenance	2	2 days		
	Workfare	1	All month		
	Runner	1	All month		
	Pool Maintenance for Opening	1	All month		
	Dewinterize Irrigation & Support Buildings	3	2 days		
	Field Game Prep	1	All month	Temp position	
	Graffiti Maintenance	1	1 day		
	Spring Cleanup Assistants Brush Collection	6	1 week	Two from Hway	
	Hedge Trimming	2	All month		
	Rake & Mulch Landscape Area	2	All month		
	Flower Planting	2	2 weeks	Supplemented with Temp	
	Event Traffic Setups OT				
	Event Traffic Setups Regular Time				

Tree & Open Spaces & Traffic Assignments					
Month	Regular Assignment	# workers	# Weeks	Notes	Employees
June	Runner	1	All month		23
	Workfare	1	All month		
	Roadside Mowing	1	All month		
	Mowing - All areas	4	All month		
	Sidewalk Maintenance	2	All month	Temp Position	
	Complete Flower Plantings	2	All month	Supplemented with Temps	
	Complete Landscape Spring Cleanup	3	All month		
	Game Prep	1	All month	Temp position	
	Tree Work	3	All month		
	Stump Grinding & loam follow-up	3	2 weeks		
	Traffic Control Markings Nights	3	All month	1 Highway Worker	
	Traffic & Street Signs Maint. /Traffic Control	2	All month		
	Event Traffic Setups OT				
	Event Traffic Setups Regular Time				
July	Roadside Mowing	1	All month		21
	Runner	1	All month		
	Workfare	1	All month		
	Mowing - All areas	4	All month		
	Sidewalk Maintenance Fulltime Temp	2	All month	2 Temps	
	Landscape Maintenance	2	All month		
	Tree Work	3	All month		
	Field Game Prep	1	All month	Temp position	
	Traffic & Street Signs Maint. /Traffic Control	3	All month		
	Traffic Control Short Markings Nights	3	All month	1 Highway Worker	
	Event Traffic Setups OT				
	Event Traffic Setups Regular Time				
	Flail Mowing Nature & X Country Trails	1	2 weeks		
August	Tree Planting	3	2 weeks		20
	Runner	1	All month		
	Workfare	1	All month		
	Mowing - All areas	4	All month		
	Irrigation	1	All month	intermittent	
	Building & Structure Maintenance	2	2 weeks		
	Game Prep	1	All month	Temp position	
	Roadside Mowing	1	All month		
	Sidewalk Maintenance Fulltime Temp	2	All month		
	Landscape Maintenance	2	All month	Temp Positions	
	Tree Work	3	All month		
	Traffic & Street Signs Maint. /Traffic Control	2	All month		
	Traffic Control Short Markings Nights	3	3 weeks	1 Highway Worker	
	Event Traffic Setups OT				
Event Traffic Setups Regular Time					

Tree & Open Spaces & Traffic Assignments					
Month	Regular Assignment	# workers	# Weeks	Notes	Employees
September	Workfare	1	All month		20
	Flail Mowing Nature & X Country Trails	1	2 weeks		
	Runner	1	All month		
	Mowing - All areas	4	All month		
	Irrigation	1	2 weeks	intermittent	
	Building & Structure Maintenance	2	1 week		
	Roadside Mowing	1	All month		
	Field Game Prep	2	All month	Temp position	
	Sidewalk Maintenance Fulltime Temp	1	All month	Temp position	
	Landscape Maintenance	2	All month		
	Tree Work	3	All month		
	Traffic & Street Signs Maint. /Traffic Control	2	All month		
	Traffic Control Short Markings	2	All month		
	Event Traffic Setups OT				
Event Traffic Setups Regular Time					
October	Leaf Cleanup	5	All month		21
	Runner	1	All month		
	Workfare	1	All month		
	Mowing - All areas	4	2 weeks		
	Field Game Prep	2	All month		
	Remove Water Meters	3	2 days		
	Tree Work	3	All month		
	Traffic & Street Signs Maint. /Traffic Control	2	All month		
	Traffic Control Short Markings	2	All month		
	Cutting & Storing Perennials & Pull Annuals	3	All month		
November	Christmas Lights	6	All month		13
	Runner	1	All month		
	Workfare	1	All month		
	Remove & Store Athletic Equipment	4	2 days		
	Leaves Cleanup	4	All month		
	Store Summer Maintenance Equipment	3	1 week		
December	Brush Cutting	3	All month	Needed Filler Job Hart & Jepson	
	Workfare	1	All month		
	Runner	1	All month		
	Leaf Cleanup still snow flies	5	All month		
	Christmas Event	3	1 day		

Cemetery Run

	Location	Address	Acres	Frequency
1	David Cemetery	160 Sabattus	0.79	Once per Week
2	Farwell and Harold St.		0.37	Once per Week
3	Marcotte Park	Jefferston St. at Caron St.	1.78	Twice per Week
4	GAR Cemetery	67 Riverside	1.68	Once per Week
5	Sunnyside Park	132 Winter Street	1.04	Once per Week
6	Mayher Park	562 College Street	0.26	Once per Week
7	Herrick Cemtery	934 Main St.	1.11	Once per Week
8	Welcome to Lewiston	Main St.	0.01	Once per Week
9	Welcome to Lewiston	Sabattus St.	0.01	Once per Week
10	Leeds Park	236 Pine Street	0.03	Once per Week
		Total	7.08	

Push Mowing Crew

	Location	Address	Acres	Frequency
1	Lown Bridge		0.1	1x/10days
2	Maple & Lisbon		0.06	1x/10days
3	LPW	103 Adams Avenue along fence		1x/10days
4	Bilodeau Insurance Island	Canal St. at Lisbon St.	0.03	1x/10days
5	Canal St. curblin and fence line		0.2	1x/10days
6	Ash & Canal		0.02	1x/10days
7	Behind Drapeau's Canal Street		0.19	1x/10days
8	Main St. at Island Ave.		0.2	1x/10days
9	Hewlett Square	Main St. Island	0.12	1x/10days
10	Lisbon St. curb mowing		0.05	1x/10days
11	Lincoln St. Curb		0.3	1x/10days
12	Child's Park Lincoln Street		0.1	1x/10days
13	Lincoln St. at Chestnut	Parking lot	0.03	1x/10days
14	Lincoln St. at Cedar St.	Parking lot	0.03	1x/10days
15	St. Mary's Park	152 Oxford	0.13	1x/10days
16	Kora Temple Island	Sabattus at Main St.	0.04	1x/10days
17	Robinson Gardens Island		0.01	1x/10days
18	Farwell at Webster		0.11	1x/10days
19	Boston Avenue Island		0.01	1x/10days
20	Main St. curb		0.77	1x/10days
21	Sabattus St. at Russell St.		0.03	1x/10days
22	Nelke Place	dead end abutting Russell St.		1x/10days
23	Fisher Avenue	Dead end island	0.03	1x/10days
24	Caldwell Circle		0.05	1x/10days
25	Wright Cemetery	41 No Name Pond	0.29	1x/10days
26	Neighborhood Sign Webster	219 Webster at Alfred Plourde		1x/10days
27	Neighborhood Sign Webster	816 Webster at Jans Blvd		1x/10days
28	Neighborhood Signs Pond	35 Pond Rd.		1x/10days
29	Neighborhood Signs Pond	290 Pond Rd.		1x/10days
30	vacant lot	111 Bartlett	0.12	1x/10days
31	vacant lot	192 Bartlett	0.1	1x/10days
32	vacant lot	188 Blake	0.11	1x/10days
33	vacant lot	186 Blake	0.07	1x/10days
34	vacant lot	168 Blake	0.11	1x/10days
35	vacant lot	154 Blake	0.11	1x/10days
36	vacant lot	369 Lisbon	0.07	1x/10days
37	vacant lot	355 Lisbon	0.04	1x/10days
38	vacant lot	343 Lisbon	0.07	1x/10days
39	vacant lot	327 Lisbon	0.06	1x/10days
40	vacant lot	323 Lisbon	0.06	1x/10days
41	vacant lot	317 Lisbon	0.05	1x/10days
42	vacant lot	307 Lisbon	0.05	1x/10days
43	vacant lot	305 Lisbon	0.07	1x/10days
44	vacant lot	299 Lisbon	0.06	1x/10days

Push Mowing Crew

45	vacant lot	29 Lincoln	0.22	1x/10days
46	vacant lot	39 Lincoln	0.06	1x/10days
47	vacant lot	41 Lincoln	0.06	1x/10days
48	vacant lot	65 Lincoln	0.06	1x/10days
49	vacant lot	75 Lincoln	0.2	1x/10days
50	vacant lot	85 Lincoln	0.03	1x/10days
51	vacant lot	87 Lincoln	0.08	1x/10days
Total			4.76	

School Field Run

	Locations	Address	Acres	Frequency
1	Applesass Hill	Top of Pleasant Hill Right side heading toward East Avenue.	0.07	1x/week
2	Treemount Island		0.15	1x/week
3	Exit 80		5.63	1x/week
4	Commercial St. Island		0.59	1x/week
5	Welcome to Lewiston	Lisbon St.	0.01	1x/week
6	Franklin Tennis Courts	156 East Avenue	1.12	2x/week
7	Montello Field	409 East Avenue	2.36	2x/week
8	McMahon Field	North Temple	1.38	1x/week
9	Pettingil School	Pettngil	0.91	1x/week
10	Randall Road Softball Complex	Randall Road	10.69	2x/week
11	Randall Road Cemetery	Randall Road	0.39	1x/week
12	Cul-de-sac	Kevin St.	0.18	1x/week
13	Cul-de-sac	Linda Circle	0.15	1x/week
14	Holy Family Field	615 Sabattus St.	2.62	1x/week
15	Holy Family Hill	615 Sabattus St.	0.57	1x/week
16	LAP	65 Central	4.98	2x/week
17	OPS Center	195-261 River St.	1.71	1x/week
18	Goddard Cemetery	223 River St.	0.49	1x/week
19	Quaker Cemetery	324 River St.	0.11	1x/week
20	Solid Waste Facility	424 River St.	1.73	1x/week
		Total	35.84	

Athletic Field Run

	Location	Address	Acres	Frequency
1	Franklin Football Field	156 East Avenue	2.75	2x/week
2	Franklin Baseball Field	156 East Avenue	3.58	2x/week
3	Franklin Practice Soccer Field	156 East Avenue	2	2x/week
4	Franklin Practice Football Field	156 East Avenue	1.59	2x/week
5	Upper Franklin Softball Field	Jefferson St. Extension	2.92	2x/week
6	Marcotte Practice Field	Jefferson St.	2.27	2x/week
		Total	15.11	

Down Town Run

	Location	Address	Acres	Frequency
1	Kennedy Park	120 Park St.	5.02	1x/week
2	Knox St. Park	69 Knox St.	0.21	1x/week
3	Veteran's Park	2 Main St.	1.36	1x/week
4	Simard Payne Park	46 Beech St.	6.69	2x/week
5	Bates Mill	103 & 115 Main St.	0.61	1x/week
6	Lincoln Circle	Locust & Lincoln (both sides) 296 Lincoln	0.42	1x/week
7	Potvin Park	1 Cedar St.	1.13	1x/week
8	Paradis Park	180 Pierce St.	1.41	1x/week
9	Boat Launch	509 Lincoln St.	0.33	1x/week
10	Smiley's	106 Knox St.	0.16	1x/week
11	Backside of sidewalk	Knox St. to Park St.	0.1	1x/week
12	Ricker Park	Bartlett at East Ave.	1.48	1x/week
13	Main St. Overpass	Main St. at Russell St.	5.33	1x/week
14	Bike Path Franklin Pasture	Bartlett to Upper Franklin Field	0.54	1x/week
15	Drouin Field	119 Walnut St. Behind Colissee	4.5	1x/week
		Total	29.29	

LEWISTON CITY COUNCIL

MEETING OF MAY 19, 2015

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 10

SUBJECT:

Order Authorizing the City Administrator to provide city services for various events co-sponsored by the City of Lewiston and the Lewiston Veterans Council.

INFORMATION:

The City and the local Veterans Council co-sponsor events related to Memorial Day, Flag Day and Veteran's Day. The City provides in-kind support for these community activities and waives certain permit fees related to these functions. This agenda item is seeking Council approval to waive these fees on an ongoing basis due to the benefit for the community and recognition of numerous residents who have served in the Armed Forces. The total estimated cost is about \$1400 annually.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.



REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To approve the Order Authorizing the City Administrator to provide city services for various events co-sponsored by the City of Lewiston and the Lewiston Veterans Council.



City of Lewiston, Maine
City Council Order
May 19, 2015



ORDER, Authorizing the City Administrator to Provide City Services for Various Events Co-Sponsored by the City of Lewiston and the Lewiston Veterans Council.

Whereas, the City of Lewiston has a history of providing support services for a variety of activities that will enhance our city's quality-of-life; and

Whereas, the City and the Lewiston Veterans Council co-sponsor Memorial Day, Flag Day, and Veteran's Day activities; and

Whereas, the City provides in-kind support and waives certain permit fees for these events;

Now, therefore, be it Ordered by the City Council of the City of Lewiston that

the City Administrator is authorized to direct city departments to provide applicable city support services to the events co-sponsored by the City and the Lewiston Auburn Veterans Council as outlined on the attached memorandum from Deputy City Administrator Phil Nadeau dated May 19, 2015.



The Office of
Deputy City Administrator
Phil Nadeau
MEMORANDUM

TO: Mayor and City Council
FR: Phil Nadeau
CC:
RE: Proposed Veterans Council Special Events Costs for FY16
DT: May 19, 2015

Administration is estimating that costs for all FY16 Veteran Council events will be as follows:

Nov 2015 – Veterans Day Armory Review:	Armory set up:	\$370.50
May 2016 - Memorial Day:	PW set up:	\$259.35
	PD set detail:	\$716.70
	Sound permit:	\$ 32.00
June 2016 - Flag Day:		No cost
TOTAL		\$1,378.55

EVENT NAME	FILE NO.
LA Vets Council	

	Reg Time Weighted Ave.	Overtime/fringe	Doub OT
Ave PW 2015 Wage	\$ 25.11	\$ 37.05	\$ 55.58
Ave PD 2015 Wage	\$ 28.17	\$ 47.78	
Ave Code 2015 Wage	\$ 22.07	\$ 38.94	
Ave Elect Insp 2015 Wage	\$ 31.30	\$ 59.61	
Ave FD Insp 2015 Wage	\$ 26.89	\$ 46.88	
Ave Maint Dv 2015 Wage	\$ 19.11	\$ 34.25	\$ 51.38
Ave Fleet 2015 rate	\$ 25.11	\$ 30.97	

FILL IN ONLY YELLOW HIGHLIGHTED AREAS - FY 2016 CHARITABLE DONATIONS

Dept.	Hard Costs Details & Comments	Est Hours Reg Time	Est Cost Reg Time	Est Hours OT	Est Cost OT	Est Hours Dbl OT	Est Cost Dbl OT	Est Fee	Permits & Licenses	Sub Total OT Hrs Cost	Total Labor Costs	TOTAL ALL COSTS
Public Works	Parade set up for Memorial Day parade		\$ -	7	\$ 259.35		\$ -			\$ 259.35	\$ 259.35	\$ 259.35
Public Works	Armory set up for Nov Veterans Day review		\$ -	10	\$ 370.50		\$ -			\$ 370.50	\$ 370.50	\$ 370.50
Public Works			\$ -		\$ -		\$ -			\$ -	\$ -	\$ -
Public Works			\$ -		\$ -		\$ -			\$ -	\$ -	\$ -
Public Works			\$ -		\$ -		\$ -			\$ -	\$ -	\$ -
Public Works			\$ -		\$ -		\$ -			\$ -	\$ -	\$ -
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Public Works			\$ -		\$ -		\$ -			\$ -	\$ -	\$ -
Public Works			\$ -		\$ -		\$ -			\$ -	\$ -	\$ -
Public Works			\$ -		\$ -		\$ -			\$ -	\$ -	\$ -

COMMENTS

EVENT NAME	FILE NO.
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	Reg Time Weighted Ave.	Overtime/fringe	Doub OT
Ave PW 2015 Wage	\$ 25.11	\$ 37.05	\$ 55.58
Ave PD 2015 Wage	\$ 28.17	\$ 47.78	\$ 71.67
Ave Code 2015 Wage	\$ 22.07	\$ 38.94	\$ 58.41
Ave Elect Insp 2015 Wage	\$ 31.30	\$ 59.61	\$ 89.42
Ave FD Insp 2015 Wage	\$ 26.89	\$ 46.88	\$ 70.32
Ave Maint Dv 2015 Wage	\$ 19.11	\$ 34.25	\$ 51.38
Ave Fleet 2015 rate	\$ 25.11	\$ 30.97	\$ 46.46

FILL IN ONLY YELLOW HIGHLIGHTED AREAS - FY 2016 CHARITABLE DONATIONS

Dept.	Hard Costs Details & Comments	Est Hours Reg Time	Est Cost Reg Time	Est Hours OT	Est Cost OT	Est Hours Dbl OT	Est Cost Dbl OT	Est Fee	Permits & Licenses	Sub Total OT Hrs Cost	Total Labor Costs	TOTAL ALL COSTS
POLICE DEPT.	parade detail for Memorial Day parade)		\$ -	15	\$ 716.70		\$ -			\$ 716.70	\$ 716.70	\$ 716.70
POLICE DEPT.			\$ -		\$ -		\$ -			\$ -	\$ -	\$ -
POLICE DEPT.			\$ -		\$ -		\$ -			\$ -	\$ -	\$ -
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POLICE DEPT.			\$ -		\$ -		\$ -			\$ -	\$ -	\$ -

COMMENTS

EVENT NAME	FILE NO.
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	Reg Time Weighted Ave.	Overtime/fringe	Doub OT
Ave PW 2015 Wage	\$ 25.11	\$ 37.05	\$ 55.58
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FILL IN ONLY YELLOW HIGHLIGHTED AREAS - FY 2016 CHARITABLE DONATIONS

Dept.	Hard Costs Details & Comments	Est Hours Reg Time	Est Cost Reg Time	Est Hours OT	Est Cost OT	Est Hours Dbl OT	Est Cost Dbl OT	Est Fee	Permits & Licenses	Sub Total OT Hrs Cost	Total Labor Costs	TOTAL ALL COSTS
CITY CLERKS	Sound amplification permits (2 events - Memorial Day and Veterans Day)		\$ -		\$ -		\$ -		\$32.00	\$ -	\$-	\$ 32.00
CITY CLERKS			\$ -		\$ -		\$ -			\$ -	\$-	\$ -
CITY CLERKS			\$ -		\$ -		\$ -			\$ -	\$-	\$ -
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COMMENTS