

LEWISTON CITY COUNCIL AGENDA
CITY COUNCIL CHAMBERS
MAY 2, 2017

6:00 p.m. Executive Session - To discuss labor negotiations regarding the International Association of Firefighters, Local 785.

7:00 p.m. Regular Meeting

Pledge of Allegiance to the Flag
Moment of Silence

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 3.

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. Authorization to accept transfer of forfeiture funds.
- * 2. Approval of the Election Warrant calling for a Special Municipal Election to be held on Tuesday, May 9, 2017 for the School Budget Validation Referendum and Recommendations from the City Clerk/Registrar of Voters on actions necessary to conduct said election.
- * 3. Order Authorizing execution of a Municipal Quitclaim Deed for Real Estate located at 167 Pine Street.

REGULAR BUSINESS:

- 4. Public Hearing on the renewal application for a Special Amusement Permit for Live Entertainment for the Derby Athletic Association, 37 Park Street.
- 5. Public Hearing and Resolve Approving the Federal FY2017 Community Development Block Grant (CDBG) Action Plan Budget for submittal to the U.S. Department of Housing and Urban Development (HUD).
- 6. Final Budget Public Hearing for the Fiscal Year 2018 Municipal Budget.
- 7. Resolve Approving the FY18 Budget for the Lewiston School Department.
- 8. Resolve Making an Appropriation for Utility and Special Revenue Funds for Municipal Budget Year 2018.
- 9. Resolve Authorizing the use of \$2,333,159 from the General Fund Unassigned Fund Balance for Capital Outlay purchases and other one-time costs.
- 10. Order Authorizing the City Administrator to provide city services and funding for City Non-Profit Organization Activities in accordance with the FY2018 City Council approved list.
- 11. Resolve Authorizing the Use of \$2,000 from the Farrar Fund for costs of basic necessary services for needy individuals.
- 12. Update from the Lewiston School Committee Representative.
- 13. Reports and Updates.
- 14. Any other City Business Councilors or others may have relating to Lewiston City Government.

LEWISTON CITY COUNCIL
MEETING OF MAY 2, 2017

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 6:00pm

SUBJECT:

Executive Session to discuss labor negotiations regarding the International Association of Firefighters, Local 785.

INFORMATION:

The Maine State Statutes, Title 1, section 405, define the permissible grounds and subject matters of executive sessions for public meetings.

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 enter into an Executive Session pursuant to MRSA Title 1, section 405 (6) (D) to discuss Labor Negotiations regarding the International Association of Firefighters, Local 785.

LEWISTON CITY COUNCIL

MEETING OF MAY 2, 2017

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 1

SUBJECT:

Authorization to accept transfer of forfeiture funds.

INFORMATION:

The Lewiston Police Department is requesting that the City Council authorize the acceptance of funds, in the amounts outlined below, as reimbursement for costs associated with assisting in a criminal investigation. The funds are available to the Lewiston Police Department due to its substantial contribution to the investigation of this or a related criminal case.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EARB/KMM

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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That pursuant to Title 15, Maine Revised Statutes Annotated, Section 5824(3) and Section 5822(4)(A), the City Council hereby acknowledges and approves of the transfer of \$3,010.13, or any portion thereof, in the case of the State of Maine vs. Mukhtar Sheikh-Yousef, CR-17-979 Court Records, the transfer of \$1,541.00, or any portion thereof, in the case of the State of Maine vs. Marcus Bernard Hamby, CR-17-976 Court Records, the transfer of \$917.00, or any portion thereof, in the case of the State of Maine vs. Randy Harrison, CR-17-105 Court Records, and the transfer of \$1,349.00, or any portion thereof, in the case of the State of Maine vs. Edward Ledbetter, CR-17-107 Court Records, being funds forfeited pursuant to the court process. It is further acknowledged that these funds shall be credited to the 'City of Lewiston Drug Enforcement Program' account.

STATE OF MAINE
Androscoggin, ss

UNIFIED CRIMINAL COURT
Docket No. CR-17-107

State of Maine	}	
	}	Municipality of Lewiston
v.	}	Approval of Transfer
	}	15 M.R.S.A. §5824(3) & §5822(4)(A)
Edward Ledbetter	}	
Defendant;	}	
	}	
And	}	
	}	
\$1,349.00 U.S. Currency	}	
Defendant(s) In Rem	}	

NOW COMES the municipality of Lewiston, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) to the transfer of the above captioned Defendant(s) in Rem (\$674.50 U.S. Currency), or any portion thereof, on the grounds that the Lewiston Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Lewiston, Maine does hereby approve of the transfer of the Defendant(s) In Rem, or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Lewiston municipal legislative body on or about

Dated: May 2, 2017

Municipal Officer
Lewiston, Maine
(Impress municipal legislative body seal here)

STATE OF MAINE
Androscoggin, ss

UNIFIED CRIMINAL COURT
Docket No. CR-17-105

State of Maine	}	
	}	Municipality of Lewiston
v.	}	Approval of Transfer
	}	15 M.R.S.A. §5824(3) & §5822(4)(A)
Randy Harrison	}	
Defendant;	}	
	}	
And	}	
	}	
\$917.00 U.S. Currency	}	
Defendant(s) In Rem	}	

NOW COMES the municipality of Lewiston, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) to the transfer of the above captioned Defendant(s) in Rem (\$917.00 U.S. Currency), or any portion thereof, on the grounds that the Lewiston Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Lewiston, Maine does hereby approve of the transfer of the Defendant(s) In Rem, or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Lewiston municipal legislative body on or about

Dated: May 2, 2017

Municipal Officer
Lewiston, Maine
(Impress municipal legislative body seal here)

STATE OF MAINE
Androscoggin, ss

UNIFIED CRIMINAL COURT
Docket No. CR-17-976

State of Maine	}	
	}	Municipality of Lewiston
v.	}	Approval of Transfer
	}	15 M.R.S.A. §5824(3) & §5822(4)(A)
Marcus Bernard Hamby	}	
Defendant;	}	
	}	
And	}	
	}	
\$1,541.00 U.S. Currency	}	
Defendant(s) In Rem	}	

NOW COMES the municipality of Lewiston, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) to the transfer of the above captioned Defendant(s) in Rem, or any portion thereof, on the grounds that the Lewiston Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Lewiston, Maine does hereby approve of the transfer of the Defendant(s) In Rem, or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Lewiston municipal legislative body on or about

Dated: May 2, 2017

Municipal Officer
Lewiston, Maine
(Impress municipal legislative body seal here)

STATE OF MAINE
Androscoggin, ss

UNIFIED CRIMINAL COURT
Docket No. CR-17-979

State of Maine	}	
	}	Municipality of Lewiston
v.	}	Approval of Transfer
	}	15 M.R.S.A. §5824(3) & §5822(4)(A)
Mukhtar Sheikh-Yousef	}	
Defendant;	}	
	}	
And	}	
	}	
\$3,010.13 U.S. Currency	}	
Defendant(s) In Rem	}	

NOW COMES the municipality of Lewiston, Maine, by and through its municipal officers, and does hereby grant approval pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) to the transfer of the above captioned Defendant(s) in Rem, or any portion thereof, on the grounds that the Lewiston Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the municipality of Lewiston, Maine does hereby approve of the transfer of the Defendant(s) In Rem, or any portion thereof, pursuant to 15 M.R.S.A. § 5824(3) & §5826(6) by vote of the Lewiston municipal legislative body on or about

Dated: May 2, 2017

Municipal Officer
Lewiston, Maine
(Impress municipal legislative body seal here)

LEWISTON CITY COUNCIL

MEETING OF MAY 2, 2017

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 2

SUBJECT:

Approval of the Election Warrant calling for a Special Municipal Election to be held on Tuesday, May 9, 2017 for the School Budget Validation Referendum and Recommendations from the City Clerk/Registrar of Voters on actions necessary to conduct said election.

INFORMATION: Under the Maine State Statutes, the municipal officers shall issue an election warrant calling for a municipal election. The City Clerk will be conducting a special city election on May 9, 2017 for the purpose of voting in the School Budget Validation Referendum.

Recommendations on election related issues:

- A. That the hours for acceptance of registrations in person only, prior to the May 9th election, as required by MRSA Title 21A, sec. 122, 6A(2), be set at 8:30am to 4:00pm, April 19 through May 8, 2017.
- B. That the names of those persons who register during the closed session for registration shall be recorded in accordance with MRSA Title 21A, sec. 122, subsec. 7B.
- C. Pursuant to Title 21A, sec 759(7), absentee ballots will be processed at the polling place at 7:00am and any and all remaining shall be processed at 8:00pm, if necessary.
- D. To appoint the City Clerk as the City's Election Warden and the Deputy Registrar of Voters as the City's Ward Clerk, for the May 9 election.

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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Be It Ordered by the City Council that the Election Warrant be issued for the Special Municipal Election to be held on Tuesday, May 9, 2017 for the purpose of voting for the School Budget Validation Referendum, and to approve the following recommendations from the City Clerk/Registrar of Voters on actions necessary to conduct the Special Municipal Election :

- A. That the hours for acceptance of registrations in person only, prior to the May 9th election, as required by MRSA Title 21A, sec. 122, 6A(2), be set at 8:30am to 4:00pm, April 19 through May 8, 2017.
- B. That the names of those persons who register during the closed session for registration shall be recorded in accordance with MRSA Title 21A, sec. 122, subsec. 7B.
- C. Pursuant to Title 21A, sec 759(7), absentee ballots will be processed at the polling place at 7:00am and any and all remaining shall be processed at 8:00pm, if necessary.
- D. To appoint the City Clerk as the City's Election Warden and the Deputy Registrar of Voters as the City's Ward Clerk, for the May 9 election.

**WARRANT FOR SPECIAL MUNICIPAL ELECTION
CITY OF LEWISTON**

County of Androscoggin, SS.

To Brian O'Malley, a constable of Lewiston, Maine: You are hereby required in the name of the State of Maine to notify the voters of the City of Lewiston of the election described in this warrant.

To all voters of the City of Lewiston: You are hereby notified that a Special Municipal Election in this municipality will be held on Tuesday, May 9, 2017, at the Longley Elementary School gymnasium, 145 Birch Street.

Said election being held for the purpose of voting on the School Budget Validation Referendum.

Ballot Question One:

"Do you favor approving the Lewiston School Department's budget for the upcoming school year that was adopted by the Lewiston City Council?"

Ballot Question Two - Non-Binding:

"I find the school budget for the upcoming school year that was adopted by
the City Council to be:
1) Too High; 2) Acceptable; 3) Too Low"

The polls shall be opened at 7:00 a.m. and closed at 8:00 p.m.. Absentee ballots will be processed at the polls at 7:00 A.M. and 8:00 P.M., if necessary.

Dated at Lewiston, Maine on May 2, 2017.

ATTEST: _____
Kathleen M. Montejo, MMC
City Clerk

LEWISTON CITY COUNCIL

MEETING OF MAY 2, 2017

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 3

SUBJECT:

Order Authorizing execution of a Municipal Quitclaim Deed for Real Estate located at 167 Pine Street.

INFORMATION:

The Council is asked to approve a municipal quitclaim deed for the property located at 167 Pine 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.

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 Order authorizing execution of a municipal quitclaim deed for real estate located at 167 Pine Street.



COUNCIL ORDER

Order, Authorizing Execution of a Municipal Quitclaim Deed – Real Estate Located at 167 Pine Street.

WHEREAS, the owner, Daniel P. Melanson, C/O Paul F. Melanson, failed to pay his bills on a timely basis for 167 Pine Street (Tax Map 195, Lot 246, Parcel 00-003843); and

WHEREAS, a tax lien was filed on June 13, 2012 (Book 8417 Page 290) and matured on December 13, 2013 in the amount of \$3,863.94; and

WHEREAS, a tax lien was filed on June 18, 2014 (Book 8934 Page 290) and matured on December 18, 2015 in the amount of \$3,975.96; and

WHEREAS, payment was received in full;

NOW, THEREFORE, BE IT ORDERED by the **CITY COUNCIL** of the **CITY of LEWISTON,**

That a quitclaim deed is hereby authorized to release the City's interest in the property located at 167 Pine Street to the owner.

LEWISTON CITY COUNCIL

MEETING OF MAY 2, 2017

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 4

SUBJECT:

Public Hearing on the renewal application for a Special Amusement Permit for Live Entertainment for the Derby Athletic Association, 37 Park Street.

INFORMATION:

We have received a renewal application for a Special Amusement Permit for Live Entertainment from the Derby Athletic Association, 37 Park Street.

The Police Department has reviewed and approved the application.

There was no reference to this business or property address in the Council Constituent Concern log, as maintained by the Administrator's Office.

The business owners have been notified of the public hearing and requested to attend.

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 grant a Special Amusement Permit for Live Entertainment to the Derby Athletic Association, 37 Park Street.

CITY OF LEWISTON
APPLICATION FOR SPECIAL AMUSEMENT PERMIT

Date of Application: 4-11-17

Expiration Date: 3-28-18

- Class A - \$125.00 - restaurants with entertainment, which **does not have dancing**
 Class B - \$125.00 - lounges/bars with entertainment, which **does not have dancing**
 Class C - \$150.00 - either restaurants or lounges/bars with entertainment, including dancing
 Class D - \$150.00 - function halls with entertainment, including dancing
 Class E - \$150.00 - dance hall or nightclub that admits persons under the age of 21
 Class F - \$150.00 - "chem-free" dance hall or nightclub for patrons aged 18 yrs and older, with no liquor

Renewal Applicants: Has any or all ownership changed in the 12 months? Yes No

****PLEASE PRINT****

Business Name: Derby Athletic Association Business Phone: 207-878-8437

Location Address: 37 Park St Lewiston, ME 04240

(If new business, what was formerly in this location: _____)

Mailing Address: 37 Park St Lewiston, ME 04240

Email address: beth.bernard9@yahoo.com

Contact Person: Beth Bernard Phone: 207-415-1729
~~207-878-8437~~

Owner of Business: _____ Date of Birth: _____

Address of Owner: _____

Manager of Establishment: Shane Cremonese Date of Birth: 11-13-1989

Owner of Premises (landlord): Justin Flannery

Address of Premises Owner: 37 Park LLC PO Box 748 Gorham, ME 04088

Does the issuance of this license directly or indirectly benefit any City employee(s)? Yes No

If yes, list the name(s) of employee(s) and department(s): _____

Have any of the applicants, including the corporation if applicable, ever held a business license with the City of Lewiston? Yes No If yes, please list business name(s) and location(s): _____

Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of the law? ____ Yes No If yes, please explain: _____

CORPORATION APPLICANTS: *Please attach a list of all principal officers, date of birth & town of residence*

Corporation Name: _____

Corporation Mailing Address: _____

Contact Person: _____ Phone: _____

Do you permit dancing on premises? ____ Yes No (If yes, you must first obtain a dance hall permit from the State Fire Marshall's Office) If yes, do you permit dancing or entertainment after 1:00 AM? ____ Yes ____ No

What is the distance to the nearest residential dwelling unit both inside and outside the building from where the entertainment will take place? _____

Please describe the type of proposed entertainment:

- dancing
- music by DJ
- live band/singers
- stand up comedian
- karaoke
- magician
- piano player
- other, please list _____
- other, please list _____

If new applicant, what is your opening date?: _____

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licensee and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto.

I/We hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We hereby waive any rights to privacy with respect thereto.

Signature: _____ Title: Manager Date _____

Printed Name: Shane Cremonese

Hearing Date: 5/2/17



POLICE DEPARTMENT

Brian O'Malley
Chief of Police



TO: Kelly Brooks, Deputy City Clerk

FR: Lt. Adam D. Higgins, Support Services

DT: February 7, 2017

RE: Liquor License/Special Amusement Permit – **Derby Athletic Assoc.**

We have reviewed Liquor License/Special Amusement Permit Application and have no objections to the following establishment;

Derby Club
37 Park St.



171 Park St • Lewiston, Maine • 04240 • Phone 207-513-3137 • Fax 207-795-9007
www.lewistonpd.org



Professionalism

Integrity

Compassion

Dedication

Pride

Dependability

LEWISTON CITY COUNCIL

MEETING OF MAY 2, 2017

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 5

SUBJECT:

Public Hearing and Resolve Approving the Federal FY2017 Community Development Block Grant (CDBG) Action Plan Budget for submittal to the U.S. Department of Housing and Urban Development (HUD).

INFORMATION:

During previous Council meetings and workshops, the Council received the recommendation from the CDBG Review Committee regarding the FY17 CDBG budget and Action Plan, and voted to set the public hearing for the May 2, 2017 City Council meeting. HUD requires that final acceptance of this budget take effect a minimum of 45 days prior to the end of the fiscal year. The City Council is requested to take the following action:

- 1) Adopt the schedule of funds for the federal Fiscal Year 2017 CDBG budget as recommended by the Community Development Block Grant Review Committee.
- 2) Authorize the submission of the Action Plan to the Department of Housing and Urban Development.

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 adopt the Resolve approving the FY2017 Community Development Block Grant Action Plan Budget for submittal to the U.S. Department of Housing and Urban Development.



**City of Lewiston Maine
City Council Resolve
May 2, 2017**



Resolve, Approving the Federal FY2017 Community Development Block Grant (CDBG) Action Plan Budget for Submittal to the U.S. Department of Housing and Urban Development (HUD).

Whereas, in accordance with applicable sections of 24 CFR Parts 91 and 570 and the City's Citizen Participation Plan, the City has provided citizens with adequate notice and opportunity to review and comment on its annual Action Plan budget; and

Whereas, the City Council has, on this date, conducted a public hearing and accepted public comments on the proposed Action Plan; and

Whereas, HUD requires that final local acceptance of the CDBG Action Plan budget take effect a minimum of 45 days prior to the end of Lewiston's fiscal year, which occurs on June 30, 2017;

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

The attached schedule of funds for the Federal Fiscal Year 2017 (City of Lewiston FY18) CDBG budget (Action Plan) is hereby adopted, and City staff is hereby authorized to submit the FY2017 Action Plan to the U.S. Department of Housing and Urban Development as adopted.

COMMUNITY DEVELOPMENT BLOCK GRANT
CITY FY 2018 BUDGET

	CFY 2017		CFY 2017	CFY 2017	CFY 2018		CFY 2018	CFY 2018
	Amount	CDBG CAC	Review Com.	Council	Amount	CDBG CAC	Review Com.	Council
	Requested	Score	Recommend	Approved	Requested	Score	Recommend	Approved
PUBLIC SERVICE AGENCIES								
COL-Social Services-Case Management Program	\$57,581	N/A	\$57,581	\$57,581	\$58,500		\$58,500	
Healthy Homeworks (NEW)					\$25,440	93	\$16,561	
Tree Street Youth - Afterschool Academic Enrich.	\$20,000	87	\$10,440	\$10,440	\$15,000	89	\$8,010	
Promise Early Education Center (fka Androscoggin Head Start & Daycare)	\$18,000	76	\$6,156	\$6,156	\$15,000	88	\$7,920	
Literacy Volunteers - Workplace Literacy -76 -87	\$5,000	81	\$2,430	\$2,430	\$5,000	87	\$2,610	
Safe Voices-Androscoggin Justice Project	\$8,000	78	\$2,808	\$2,808	\$8,000	86	\$4,128	
Trinity Jubilee Center - Food Pantry	\$11,000	84	\$5,544	\$5,544	\$9,000	85	\$4,590	
Veteran's Inc-85	\$11,239	77	\$3,894	\$3,894	\$8,383	85	\$4,275	
Seniors Plus-Living Independently	\$25,000	76	\$8,550	\$8,550	\$25,000	84	\$10,500	
Tedford housing - Lewiston Supportive Housing -88	\$8,250	83	\$4,109	\$4,109	\$8,250	84	\$3,465	
Trinity Jubilee Center - Day Shelter & Resource Center	\$23,000	75	\$7,763	\$7,763	\$23,000	84	\$9,660	
New Beginnings- Youth Education & Support - 71	\$11,530	78	\$4,047	\$4,047	\$11,500	83	\$3,818	
Central ME Health Care - Healthy Androscoggin - LEAD	\$48,668	83	\$24,237	\$24,237	\$30,000	81	\$9,720	
Lewiston Adult Education - Work Readiness	\$29,500	75	\$9,956	\$9,956	\$26,125	81	\$8,465	
The Center for Wisdom's Women (NEW)					\$12,290	74		
SUBTOTAL	\$219,187				\$221,988		\$152,222	\$0
	Amount over/under Public Service Agency Cap				(\$62,805)		\$6,961	\$159,183
ADMINISTRATION & PLANNING								
CD Office Administration	\$171,169		\$171,169	\$171,169	\$144,219		\$144,219	
SUBTOTAL	\$171,169		\$171,169	\$171,169	\$144,219		\$144,219	\$0
	Amount over/under Administration & Planning Cap				\$14,257		\$14,257	\$158,476
HOUSING								
COL - Energy Smart Lewiston -NEW!					\$24,500		\$24,500	
COL - Bed Bug Encasement Program - New!					\$7,300		\$7,300	
CCI - Project Construction Management					\$15,000		\$15,000	
COL-Code Enforcement	\$68,551		\$61,263	\$61,263	\$68,551		\$68,551	
COL- LEAD Match	\$50,000			\$0	\$0		\$90,265	
COL-Rehab Administration	\$104,836		\$106,541	\$106,541	\$104,836		\$104,836	
CCI-Weatherization Program	\$75,000	83	\$49,800	\$49,800	\$50,000		\$50,000	
SUBTOTAL	\$298,387		\$217,604	\$217,604	\$223,387		\$313,652	\$0
PUBLIC IMPROVEMENTS/INFRASTRUCTURE								
Central ME Health Care - Healthy Androscoggin - Trails Improvement (NEW)					\$32,286	72	\$32,286	
COL-PW Shanes Inspiration	\$125,000	80	\$25,000	\$25,000	\$150,000	91	\$150,000	
SUBTOTAL	\$125,000		\$25,000	\$25,000	\$182,286		\$182,286	\$0
TOTAL OF ALL PROGRAMS				\$413,773	\$771,881		\$792,380	\$0
	Amount under/over projected allocation:				\$20,499		\$0	\$792,380

COMMUNITY DEVELOPMENT BLOCK GRANT
CITY FY 2018 BUDGET

	CFY 2017	CFY 2017	CFY 2017	CFY 2018	CFY 2018	CFY 2018
A. FFY 17 Allocation (est.): \$	\$792,380					
Less Social Services						
Less Enhanced Code Enforcement						
Less Rehab Admin: \$						
Less CD Admin: \$						
Total available for programs:	\$792,380					
B. FY 16 Program Income (FFY15)	\$268,840					
C. FY17 Projected Program Income						
Housing	\$84,000					
Commercial	\$80,000					
ESLP:	\$40,000					
Total FY17 Projected Program Income	\$204,000					
*Note: Program Income generated from CDBG Revolving Loan Pools cannot be used to fund other projects. It Must be used to recapitalize the loan pools. However, total program income is used when determining the caps set for Administrative Expenses and Public Service Agency funding (CFR 24.200(g)) CFR24.201(e)(1). Program Income generated by the Economic Stimulus Loan Pool (ESLP), administered by the LAEGC is counted as CDBG program income						
Caps:						
CD: Administration - (20% of Entitlement \$):		\$158,476				
Public Services -						
15% x (Grant + FY17 Program Income):		\$159,183				
Administration & Planning -						
20% x (Grant + Projected FY17 Program Income):		\$199,276				

Economic and Community Development

Lincoln Jeffers

Director



To: Honorable Mayor and Members of the City Council
From: Lincoln Jeffers
RE: 2018 CDBG Budget
Date: April 27, 2017

Included in your packet is my April 4th memo which outlined the recommendation process and proposed CDBG budget for FY 2018. One change has been made to the proposed CDBG budget since that memo and the April 6 council workshop on the budget.

In the original proposed budget \$15,000 was recommended for funding to extend fiber optic to an unserved portion of the north end of Lisbon Street. In my exchanges with First Light (formerly Oxford Networks) the company has decided to self-fund the initial extension of fiber to that area of Lisbon Street.

The recommended CDBG budget has been amended to reallocate the fiber optic extension funds to the Lead Grant match, increasing that allocation to \$90,265. As noted in my April 4th memo, the lead grant funds will be used to meet the 25% match requirement if the city is successful in securing a new, \$3 million lead grant and \$400,000 Green and Healthy Homes Grant. If the city receives the grant, our match requirement is \$506,000 over the 3 year term of the grant.

This possible reallocation of the fiber optic funds if the situation warranted it was discussed with and agreed to by the CDBG Citizen Advisory Committee at their last meeting.

Economic and Community Development

Lincoln Jeffers

Director



To: Honorable Mayor and Members of the City Council
From: Lincoln Jeffers
RE: Proposed CDBG Budget and Action Plan
Date: April 4, 2017

Lewiston is a Community Development Block Grant (CDBG) Entitlement Community. The City receives a Federal grant each year which is to be spent to benefit low to moderate income residents. As with the municipal budget, the City Council decides how CDBG funds are invested each year. However, as a Federal grant, there are regulations and processes which must be abided by in coming to that decision. Following is more detail on CDBG and the process for how those funds are to be spent.

Background

The CDBG program was created in 1974 to help states and communities combat poverty and assist in the development of viable urban communities. It is administered by the Department of Housing and Urban Development (HUD). The overarching goals of the program are to help provide the following, principally for persons of low and moderate income:

- Decent housing
- A suitable living environment
- Expanded economic opportunities

To achieve these goals, CDBG regulations set forth eligible activities and the national objectives that each activity must meet. As a recipient of CDBG funds, Lewiston is charged with ensuring that these requirements are met.

Lewiston has been a CDBG Entitlement Community since 1974 and annually receives a funding allocation directly from HUD based on a formula established by Congress. Other communities in Maine designated as Entitlement Communities are Portland, Bangor, Auburn, Biddeford, and Cumberland County. The State of Maine also receives a funding allocation that is distributed by the state to other non-entitlement communities on a competitive, per project basis each year.

The bulk of Lewiston's CDBG funds are invested in or to the benefit of the residents of a Target Area, Census Tracts 201 -204 (map attached). Historically, the city has used its funds primarily on housing improvements, economic

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development, infrastructure improvements in the Target Area, and social services. So long as the broad national goals of the program are met there is considerable flexibility in how the funds are spent.

The level of funding Lewiston will receive in FY 2018 is uncertain. Under President Trump's proposed initial budget the CDBG Program is eliminated. There is push back from Congress on its elimination, with Senator Collins, Senate Chair of Appropriations, Subcommittee on Transportation, Housing and Urban Development being a strong proponent for continuing CDBG funding. HUD has recommended that Entitlement Communities use flat funding from FY 2017 to develop their proposed budgets for FY 2018. Lewiston received \$792,380 in FY 2017. If Congress appropriates a different level of funding for FY 2018 the City Council will need to revisit the CDBG budget allocations. It is worth noting that over the last 8 years Lewiston's allocation has shrunk 24%, from \$1,040,235 in FY 2010 to an estimated \$792,380 in FY 2018.

Planning and Goals

As an Entitlement Community, Lewiston must meet significant administrative and reporting requirements from HUD. Among those requirements is developing and adopting a 5 year strategic plan, known as the *Consolidated Plan*, which outlines how CDBG funds will be utilized over the term of the plan. Beginning in the fall of 2014 Lewiston's 7 member CDBG Citizen Advisory Committee (CAC), along with staff and consultant, held six public meetings and numerous interviews with stakeholder groups to identify the most critical eligible needs to which Lewiston's CDBG funds should be targeted. Those discussions informed development of the 2015 -2019 Consolidated Plan, which was approved by the City Council in 2015.

To very briefly summarize, the Plan has 4 high priority, 3 medium priority and 1 low priority goals. They are:

High Priority

- A. Support people in their efforts to transition out of poverty
- B. Prevent homelessness
- C. Improve the safety and energy efficiency of the housing stock
- D. Reduce lead hazards in housing

Medium Priority

- A. Increase neighborhood pride through investment in infrastructure
- B. Promote jobs and economic growth
- C. Create more stable and diverse mixed income neighborhoods

Low Priority

- A. Support Fair Housing and increase housing choice.

The full Consolidated Plan can be viewed on the city's web site at <http://www.lewistonmaine.gov/DocumentCenter/View/151> .

Citizen Advisory Committee FY 2018 Funding Recommendations

In December 2016 the City issued a Notice of Funding Availability and invited social service providers and others to submit requests for CDBG funds. The CAC goes through an exhaustive review of the applications and interviews those with new programs or ones about which they have questions. The CAC then scores those applications based on how well each application meets the following criteria:

- a) Supports the 5 Year Strategic Plan and its goals (can score up to 35 points)
- b) Meets a critical unmet need (can score up to 35 points)
- c) Is within the applicants capacity to carry out (can score up to 20 points)
- d) Is cost effective (can score up to 10 points)

The majority of the CAC's time is spent evaluating the agency and public infrastructure requests. The scoring process has evolved and been fine-tuned by the CAC over the last few years to improve its objectivity. The integrity of the process has been maintained in each funding cycle, with improvements identified implemented in the following budget year.

Attached is the budget showing the CAC's recommendations for the city's CDBG spending in FY 2018. The City received 15 social service agency applications requesting \$221,988 in funding. CAC recommends investing \$152,222 on fourteen social service agencies/programs including \$58,500 to fund one full time position with benefits in Lewiston's General Assistance Office. Lewiston's GA office provides front line assistance to help very low income residents meet their most basic needs, meeting the national objectives of providing decent housing and a suitable living environment.

The CAC developed their funding recommendations for the other 13 agencies based on the following formulas:

For those agencies that scored 90 or above:

Amount requested X score expressed as a % X 70%

For those agencies that scored 85 - 89

Amount requested X score expressed as a % X 60%

For those agencies that scored 84

Amount requested X score expressed as a % X 50%

For those agencies that scored 81 – 83

Amount requested X score expressed as a % X 40%

HUD calculates the 15% social service agency cap on the annual allocation plus the prior year's program income. The program income is estimated, and, accordingly, staff does not recommend funding all the way up to the cap. If loan repayments are less than projected the cap could be exceeded, which would cause compliance and possible repayment issues with HUD. The recommended level of funding is 4.4% below the cap.

Administration

HUD regulations have a 20% cap on CD Office Administration and Planning. The recommended budget includes \$144,219 to fund staff salaries and costs of operation for the Community Development office; which is 7.2% (\$14,257) below the HUD cap of \$199,276. It should be noted that Economic and Community Development Department staff salaries and benefits are paid from a variety of federal grants and TIF agreements and do not affect the General Fund.

Housing

CDBG has been funding a Code Enforcement position dedicated to the target area since FY 2012. The position has played an essential role in identifying and recommending properties to be demolished, working with landlords to improve the quality of the housing stock, and addressing resident concerns. The CAC recommends continuing to fund the position at a cost of \$68,551.

Also recommended for funding is \$104,836 for administration of the city's rehabilitation loan programs. This funding is used for salaries, benefits and office supplies for the staff that promote, intake, and underwrite loans, document and process disbursements for those loans, and report to HUD.

Community Concepts (CCI) work with city code enforcement and CDBG staff on rehabilitation projects to identify issues in buildings, then write the scope of services for improvements to be made, manage the bidding process, and ride herd during construction. The proposed budget recommends \$15,000 to fund this assistance.

CCI also runs a weatherization program that helps low/moderate income residents weatherize their homes. The CAC recommends \$50,000 be allocated to this program which provides grants to very low income individuals for replacement of roofs, upgrading of electrical systems, or other improvements that must be made to leverage and allow weatherization grant funding to be invested in these owner occupied properties. This program benefits Lewiston's most needy homeowners, many of who are elderly.

Two other programs are recommended for funding under the national objective of improving housing. Both are new programs that will be run by the City. A Bed Bug Encasement Program is recommended for \$7,300 in funding. It will provide bed bug encapsulation covers for mattresses after a landlord has provided proof from a pest management company that their apartment building has been treated and is bed bug free.

The second program is Energy Smart Lewiston, which is recommended for \$24,500 in funding. The Energy Smart Program will work in conjunction with Efficiency Maine Energy Upgrade and Insulation Bundle and is targeted to low income homeowners of one and two unit owner occupied buildings, as well as mobile homes. The total assessed value of the property of those assisted under the program must be no more than \$80,000. The program will pay the \$50 enrollment fee of the Efficiency Main program for those at or below 65% of the Area Median Family Income (\$29,575 for a family of two); providing them access to a comprehensive bundle of energy efficiency upgrades, including an energy assessment and evaluation of existing R Values of building elements and air infiltration, insulation of box sills and/or the underside of mobile homes and air sealing as recommended by the assessment, and installation of LED lights, low flow showers and faucet aerators. Participation in the program makes participants eligible for deep discounts on further energy upgrades and the installation of ductless heat pumps. CDBG funds will be used to pay the enrollment fee for income qualified residents, as well as to fund minor repairs or major energy improvements up to a total of \$2,500 per address with forgivable loans so long as the borrower stays in the home as their primary residence for at least five years.

Infrastructure

CDBG regulations allow funding of public infrastructure improvements that will improve the quality of life of residents in the target area.

In FY 2017 the CAC recommended \$25,000 in CDBG funds to serve as seed capital for a \$787,000 capital campaign for Shane's Inspiration, a universally accessible playground to be built on the site of Marcotte Park.. It was originally anticipated that the \$25,000 would be used for site work. As more details in the design of the park came to light it became evident that more funds were needed to complete the site work. To date, \$159,569 in non CDBG funds has been raised for the project. The CAC is recommending an additional \$150,000 in CDBG funds that can be used in conjunction with other funds to complete the site work for the entire park, and to complete one phase of the playground equipment planned for installation.

Healthy Androscoggin submitted a \$32,286 funding request to improve communication among stakeholders that will result in an expanded trail network, improved trail conditions, and to install additional wayfinding signage to improve knowledge about and the visibility of Lewiston's trail network. These funds will be used to better inform and coordinate the installation of a previously approved \$50,000 bond allocation for wayfinding signage.

There are buildings on Lisbon Street between Ash and Main Street that do not have fiber optic internet connectivity. The rest of the downtown commercial corridor has that capacity. This is an area of the city with historic buildings that are prime for residential and commercial redevelopment. An initial bid of \$10,000 was submitted by Oxford Networks to provide service to one of the unserved buildings. City Staff is working with Oxford Networks to determine the cost of providing access to all of the unserved buildings. Doing so will improve

the livability and marketability of this portion of the downtown, located in the heart of the CDBG Target Area. In the draft budget, \$15,000 is allocated for installation of broadband fiber optics in this area of the City. This number may change as more information about the cost of installing broadband to fully serve this area of the city becomes available. Depending upon the cost, the investment may be phased over several years.

The amount not needed for expansion of broadband is recommended to be used for match for the city's share of the \$3 million Lead Hazard Reduction Demonstration Grant and \$400,000 Green and Healthy Homes Grant that the City recently applied for. The grants require a match of 25%, of which the city's share is \$506,000 over the next three years if the City is awarded a grant.

Conclusion

The CAC takes considerable time and care in developing their recommendations for the City Council. Their deliberations are always engaged and spirited with many viewpoints expressed. Their challenge is significant. The CAC's goal is to make recommendations to invest these scarce dollars in ways that will provide the most benefit to the city and its low to moderate income residents, following the guidelines of the *Consolidated Plan*.

While the CAC makes recommendations, the final decision on how CDBG dollars are invested is the City Council's.

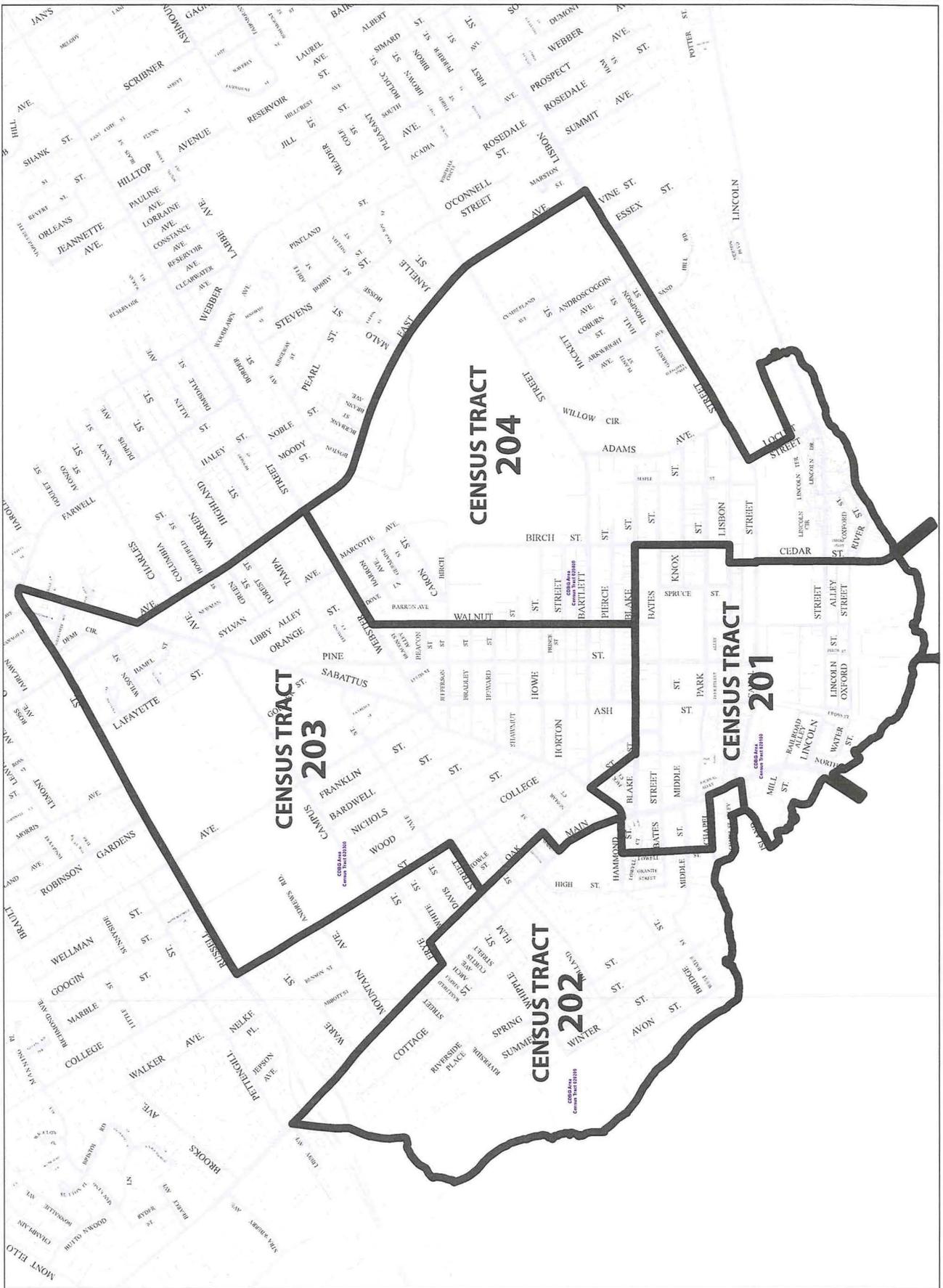


Map of Lewiston, Maine, showing Census Tracts 201, 202, 203, and 204. The map is oriented with North at the top. The streets are labeled with their names and numbers. The census tracts are outlined in black and labeled with their respective numbers: 201, 202, 203, and 204. The map is titled 'CDBG Target Area' and includes a scale of 1" = 100'.

**CDBG
Target Area**

Scale: 1" = 100'

**Lewiston
Maine**



LEWISTON CITY COUNCIL

MEETING OF MAY 2, 2017

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 6

SUBJECT:

Final Budget Public Hearing for the Fiscal Year 2018 Municipal Budget.

INFORMATION:

The City Council schedules and conducts two public hearings regarding the budget to receive citizen input. An initial public hearing is held earlier in the budget review process and a final public hearing is held at the end of the budget review process, prior to the final budget approval.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

This public hearing is part of the budget process to receive citizen input.

EAB/KMM

REQUESTED ACTION:

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To conduct a final budget public hearing to receive citizen input and communication regarding the proposed Fiscal Year 2018 Municipal Budget.

LEWISTON CITY COUNCIL

MEETING OF MAY 2, 2017

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 7

SUBJECT:

Resolve Approving the FY18 Budget for the Lewiston School Department.

INFORMATION:

The Council has held several budget workshop sessions with the School Committee during the past few months. The final school budget was presented to the City Council on April 18 at a budget workshop.

This Council action would approve the School Committee budget which will then go the School Budget Validation Referendum Election scheduled for Tuesday, May 9.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.



REQUESTED ACTION:

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To approve the Resolve approving the FY18 budget for the Lewiston School Department.



COUNCIL RESOLVE

Resolve, Approving the FY18 Budget for the Lewiston School Department

Whereas, pursuant to the City Charter, the Lewiston School Committee prepared and approved a FY18 budget for the Lewiston School Department and has submitted that budget to the City Council; and

Whereas, subsequent to the receipt of this budget, the School Committee and the City Council have met to discuss and review it; and

Whereas, as proposed, the School budget meets the local share property tax commitment required by state law; and

Whereas, the City Council must approve the total amount of the School Budget before it can be presented to the voters in a school budget ratification election scheduled for May 9, 2017;

Now, therefore, be It Resolved by the City Council of the City of Lewiston that the Fiscal Year 18 budget approved by the Lewiston School Committee as outlined and detailed on the attached Lewiston School Department Budget Articles is hereby adopted, subject to approval of the voters of the City of Lewiston at a budget validation referendum.

REVENUE ARTICLES:

1. To see what sum the City will appropriate for the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act (Recommend \$68,873,180) and to see what sum the City will raise as the City's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, §15688.

Statutory Recommendation \$18,058,107

School Committee Recommendation \$18,058,107

Explanation: The City's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that the City must raise in order to receive the full amount of state dollars. Note: Per PL2009, Chapter 571, the amount recommended by the school committee as the required local share for the FY2017-2018 budget may be no less than 100.0% of the Title 20-A, Section 15688 amount, in order to receive the full amount of State subsidy.

2. In the event that Lewiston School Department receives more state education subsidy than the amount included in its budget, the School Committee shall first use the additional state subsidy to decrease the local cost share expectation, as defined in Title 20-A, section 15671 A(1)(B), for local property taxpayers for funding public education, so that the total amount of funds raised by local taxpayers under Articles 12 and 15 is no more than the local cost share expectation defined by statute, and the School Committee shall then be authorized to use any remaining additional subsidy to cover emergency expenditures for school purposes in cost center categories approved by the School Committee and/or to leave any remaining additional subsidy unexpended to be applied to the school budget for the following fiscal year.
3. To appropriate the sum of \$1,106,580 for the annual payments on debt service previously approved by the City Council for non-state-funded school construction projects or non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the City's contribution to the total cost of funding public education from kindergarten to grade 12.

Explanation: Non-state-funded debt service is the amount of money needed to repay the annual payments on Lewiston's long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the City Council.

4. To raise and appropriate the sum of \$603,796 in additional local funds for school purposes under Maine Revised Statutes, Title 20-A, section 15690, provided, however, that the total amount of funds raised from local taxpayers under Articles 12 and 15 shall not exceed the local cost share expectation, as defined in Title 20-A, section 15671-A(1)(B), that is finally determined after adoption of the State of Maine budget for fiscal year 2017-2018.

Explanation: The additional local funds are those locally raised funds over and above the City's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state-funded debt service that will help achieve the City's budget for educational purposes.

TOTAL SCHOOL OPERATING BUDGET ARTICLE:

5. To authorize the Lewiston School Committee to expend the sum of \$73,630,112 for the fiscal year beginning July 1, 2017 and ending June 30, 2018 from the City's contribution to the total cost of funding public education from prekindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

OTHER REVENUES

6. To authorize the Lewiston School Committee to expend additional State, Federal and other funds received during the fiscal year 2017-2018 for school purposes, provided that such additional funds do not require the expenditure of local funds not previously appropriated.

To authorize the Lewiston School Committee to accept the categories of funds listed below as provided by the Maine State Legislature.

<u>AMOUNT</u>	<u>CATEGORY</u>	<u>ESTIMATED</u>
	Title I A Disadvantaged	\$2,703,000
	Title IIA Teacher Quality	\$ 328,000
	Title III ELL	\$ 150,000
	Local Entitlement, Part 1 School Age and Part 2, Preschool Age	\$1,197,000
	Carl D. Perkins Vocational and Applied Technology Education Act of 1990	\$ 237,000
	Refugee School Impact Grant	\$ 75,000
	21 st Century Learners	\$ 300,000
	Adult Basic Education	\$ 100,000
	Adult Ed Civics Grant	<u>\$ 37,000</u>
		\$5,127,000

ADULT EDUCATION:

7. To appropriate the sum of \$677,122 for adult education for the fiscal year beginning July 1, 2017, and ending June 30, 2018, and to raise the sum of \$440,862 as the local share for adult education, with authorization to expend any additional incidental or miscellaneous receipts in the interest and for the well-being of the adult education program.

LEWISTON CITY COUNCIL

MEETING OF MAY 2, 2017

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 8

SUBJECT:

Resolve Making an Appropriation for Utility and Special Revenue Funds for Municipal Budget Year 2018.

INFORMATION:

This action is the final phase of the budget adoption for the water, sewer and storm water budgets as well as the Recreation Activities budget, and is an item that needs to be done annually. The attached information defines the Water, Sewer and Storm Water Appropriation as well as that for the Recreation Activities account. This Resolve also increases the Sewerage System Use Charges rates as outlined in the Resolve.

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 approve the Resolve Making an Appropriation for Utility and Special Revenue Funds for Municipal Budget Year 2018.



**City of Lewiston Maine
City Council Order
May 2, 2017**

RESOLVE, Making an Appropriation for Utility and Special Revenue Funds for Municipal Budget Year 2018

Be It Resolved by the City Council of the City of Lewiston that the Council hereby formally increase City Policy #67 - Sewerage System Use Charges -- as outlined in the following schedule:

SEWERAGE SYSTEM USE CHARGES (Effective July 1, ~~2016~~ 2017)

READY-TO-SERVE RATES

<u>METER SIZE</u>		<u>RATE</u>	
5/8"	\$	35.50	<u>41.20</u>
3/4"		59.20	<u>69.00</u>
1"		104.50	<u>121.50</u>
1 1/2"		234.00	<u>271.50</u>
2"		418.00	<u>485.00</u>
3"		937.00	<u>1,087.00</u>
4"		1,669.00	<u>1,936.00</u>
6"		3,754.00	<u>4,355.00</u>
8"		6,669.00	<u>7,736.00</u>

First 800 cubic feet or part thereof, ~~\$2.50~~ 2.90 per 100 cubic feet.

Over 800 cubic feet at ~~\$4.15~~ 4.82 per 100 cubic feet.

Surcharge for B.O.D. concentration above 250 ppm.,
~~25.590~~ 29.684¢ per lb. of B.O.D.

Surcharge for suspended solids concentration above 300 ppm., ~~33.140~~ 38.442¢ per lb. of suspended solids.

NOTE: Additions are underlined, deletions are ~~struck-out~~; and

Be It Resolved by the City Council of the City of Lewiston that the Council hereby formally increase City Policy #78 – Storm Water Utility Fee Schedule and Credit Policy -- as outlined in the following schedule:

Base Rate:

For the first 2,900 sq. ft. of impervious surface ~~\$50.00~~ 60.00

Single Family Homes, Mobile Homes:

Flat Rate of ~~\$50.00~~ 60.00

Duplex Residential Units:

Flat Rate of ~~\$74.00~~ 90.00

Unit Fee for Other Properties:

Base Rate plus ~~\$0.0540~~ 0.0616 for every square foot of impervious surface exceeding 2,900 square feet.

NOTE: Additions are underlined, deletions are ~~struck-out~~; and

Be It Resolved by the City Council of the City of Lewiston that the appropriation for municipal year 2018 for the following Enterprise Funds is hereby authorized and approved: the Water Fund in the amount of \$5,317,328, the Sewer Fund in the amount of \$6,497,424, and the Storm Water Fund in the amount of \$2,883,131; and

Be It Further Resolved by the City Council of the City of Lewiston that the appropriation for municipal year 2018 for the following Special Revenue Funds is hereby authorized and approved: the Recreation Activity Fund in the amount of \$115,448 with approval to pursue offering new programs that are financially viable, and the Police Drug Forfeiture Fund in the amount of \$87,837; and

Be It Further Resolved by the City Council of the City of Lewiston that the Council hereby formally appropriates any grants from the State of Maine, the Government of the United States of America, or any other organization received during this budget year where such grant is equal to or less than \$25,000, such appropriation to become effective upon formal Council action to accept such grant.

LEWISTON CITY COUNCIL
MEETING OF MAY 2, 2017

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 9

SUBJECT:

Resolve authorizing the use of \$2,333,159 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 2018 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.

EARL kmm

REQUESTED ACTION:

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To approve the Resolve authorizing the use of \$2,333,159 from the General Fund Unassigned Fund Balance for Capital Outlay purchases and other one-time costs.



**City of Lewiston Maine
City Council Resolve
May 2, 2017**



Resolve, Authorizing the Use of \$2,333,159 from the General Fund Unassigned Fund Balance for Capital Outlay Purchases and Other One-time Expenses.

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 GAAP revenues including transfers in; and

Whereas, as of June 30, 2016, the City's General Fund Unassigned Fund Balance floor was \$9,218,220 and the ceiling was \$13,827,329; and

Whereas, as of June 30, 2016, the City's actual General Fund Unassigned Fund Balance was \$15,508,508, or 13.46%; and

Whereas, during fiscal year 2017, the City Council approved the use of \$577,000 to replace and repair fire vehicles damaged in an accident which reduced General Fund Unassigned Fund Balance to \$14,931,508, or 12.96%; and

Whereas, the City Council wishes to minimize the tax rate increase needed to balance the fiscal year 2018 budget;

Now, therefore, be It Resolved by the City Council of the City of Lewiston that \$2,333,159 of unassigned fund balance is hereby appropriated to address the following capital needs:

Org.	Object	Detail	Amount
4144	450500	Voting booth replacement - Year 2	18,000
4152	457100	Transfer to fund demolition/acquisition	100,000
4161	450500	36 Computer net of utility credit	32,285
4161	450500	10 Replacement phones	1,200
4161	450500	MIS color printer	7,000
4161	450500	Website - 10 additional remote sessions	1,736
4181	450500	Lockable file cabinet	149
4192	427500	Painting	5,000
4193	427500	Emergency lighting batteries - 5 yrs.	3,800
4193	427500	Relining parking stalls	1,000
4193	427500	Pressure washing garage	10,000
4193	457000	Cameras at front entrance	4,800
4194	427500	Relining parking stalls	1,000

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4194	427500	Pressure washing garage	12,000
4194	457000	Cameras at front entrance	3,500
4194	458000	Parking ramp traffic membrane	45,000
4195	427500	Relining parking stalls	1,000
4195	458000	Cameras at front entrance	3,500
4196	458000	Cameras at front entrance	700
4197	427500	Emergency lighting batteries - 5 yrs.	12,500
4197	458000	Cameras at front entrance	800
4213	451000	2 AWD Cruisers net of trade in	36,000
4213	451000	Parking Enforcement - AWD	23,500
4217	427500	Wall reinforcement & paving	15,000
4218	451000	Animal Control Officer Pickup	27,000
4222	451000	Fire Inspector Vehicle	40,000
4222	451000	Maintenance Tech Pick-up	40,000
4222	452500	Fire ground monitors	11,400
4222	452500	Treadmills	3,450
4222	452500	Rescue saws - 2	3,290
4229	453000	Mattress, box spring, furniture, appliances	2,600
4229	458000	Fence around central lot	7,795
4321	457000	Laser printer	2,000
4321	457000	Aerial photography for GIS mapping	5,000
4331	452500	10 Jersey barricades	3,500
4331	457000	Cold storage ramp & slab repair	7,100
4331	457000	Annex Building electrical upgrade	12,000
4331	457000	2 gate replacements	4,525
4331	457003	Guardrails	4,000
4334	457000	Park St - Violations Bureau area	40,000
4334	457000	General Sidewalk maintenance	30,000
4343	451000	Roll-off containers 1 30 yd. & 1 50 yd.	12,000
4343	457000	Leachate cleaning, inspection, & flow meter	88,600
4351	427500	Kennedy pool repairs	12,278
4351	457000	Jet pedestal in Vets. Park	50,000
4361	458000	Replace propane heating system - Fire Marshall	35,000
4381	428800	RTA system upgrade - vehicle software	8,000
4381	451000	GPS fleet tracking	62,120
4381	452000	Pallet storage, jack, diagnostic equipment & cabinet	16,400
4391	458000	Overhead door replacement 2 out of 38	5,500
4391	458000	W&S garage floor replacement	20,000
4519	458000	Balcony safety railing	5,000
4519	458000	Balcony sprinkler system	25,000
4519	458000	Armory Light Replace -net Ef. ME & School	34,685
4519	458000	Elevator control replacement-net school	43,685
4519	458000	Gym floor complete refinishing	44,000
4519	458000	Basketball backboards	10,000
4519	458000	Hand dryers in the bathrooms	5,242
4519	458000	Replace metal edge on gym floor	7,000
4551	450500	New director's furniture	2,000
4559	458000	Elevator control replacement	32,000

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4811	449000	Local Share of Airport-Landing System	3,875
4811	449000	Local Share of Airport-Taxiway B	15,275
4812	451000	Annual bus replacement funding	40,000
4991	450500	Misc. contingency	3,000
4931	417001	MEPERS IUUAL Payoff	940,525
4351	427600	Pettingill Park Loam & Seed	10,505
4519	427000	Armory - Steam Trap Repairs	4,200
4519	427500	Armory - Painting & B/R Doors	6,500
4811	449000	Airport Maintenance Items	60,600
4941	417400	Workers Comp - Liability Funding	46,629
4951	443000	LA Chamber - Local match for tourism visitors website	4,000
4171	426200	Mobile Assessing & Accessing	19,300
4222	452500	Fire Aerobic Capacity Equipment	6,000
4161	450500	Website Redesign with ADA & upgraded services	38,110
4211	428806	Every other year testing administration	3,500
4222	426500	Rust repair on Ladder 1 2007 Pierce	10,000
4222	426500	Rust repair on Engine 3 1996 Smeal Quint	15,000
4391	427500	Man door for PW store	4,500
			2,333,159

LEWISTON CITY COUNCIL

MEETING OF MAY 2, 2017

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 10

SUBJECT:

Order Authorizing the City Administrator to provide city services and funding for City Non-Profit Organization Activities in accordance with the FY2018 City Council approved list.

INFORMATION:

The City Council has received and reviewed the list of requested donations and in-kind support from various non-profit agencies. This agenda item is to approve the City Administrator's recommendations for city support regarding a monetary donation as well as in-kind donations for the upcoming programs and events. In-kind donations include city support such as overtime costs for Public Works and Police Department staff as well as a waiver of permit fees and use of city equipment such as jersey barriers, snow fencing, trash cans and so forth.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EATB/kmm

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 and funding for City Non-Profit Organization Activities in accordance with the FY2018 City Council approved list.



City of Lewiston, Maine
City Council Order
May 2, 2017



ORDER, Authorizing the City Administrator to Provide City Services and Funding for City Non-Profit Organization Activities in Accordance with the FY2018 City Council approved List.

Whereas, the City of Lewiston has a history of providing in-kind support services and limited cash contributions for a variety of activities that will enhance our city's quality-of-life and provide certain non-profit organizations a source of revenue to support programming available to eligible Lewiston residents; and

Whereas, the organizations which will receive FY2018 city support have complied with the application requirements set forth in the "Charitable Organization Support Policy;" and

Whereas, requests for such City support have been reviewed by the City Council as a part of the FY2018 budget process;

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 in-kind support services outlined in the attached "Lewiston Charitable Donations – Summary of Requests for FY2018" less the \$50 application fee and licenses and permits in accordance with the City's Special Events Policy and to issue a cash payment to the Liberty Festival to support its July 4th fireworks display subject to the City Council's final approval of the FY2018 municipal budget; and

Be It Further Ordered That

The City Policy restricting the loaning of tables and chairs be waived for Advocates for Children and the Great Falls Balloon Festival.

Summary & Special Notes on Municipal Dues and Donations Budget

Phil Nadeau - 4.13.17

No.	FY2018	4.13.17		ALL FEES IN THIS COLUMN ARE PAID BY EVENTS UNLESS NOTED	ALL FEES IN THIS COLUMN ARE PAID BY EVENTS UNLESS NOTED	Total In-Kind Requested	COMMENTS	ROAD RACES B1; FESTIVALS ON CITY PROP B2; BEGINS IN OTHER TOWN B3; REQUEST FOR MISC SUPPORT B4
		Cash Requests	Total all OT Costs					
FY180014	Advocates for Children - BBQ & holiday tables	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	FEE WAIVER REQUESTED - 50 tables only (Adv for Child will deliver)	B4
FY180016	A-L rotary Criterium Bike Race	\$ -	\$ 522.50	\$ -	\$ -	\$ 522.50		B1
FY170037	Art Walk LA, Concerts	\$ -	\$ -	\$ -	\$ 33.50	\$ 33.50	no park fees per policy for concerts	B2
	Bartlett St Mosque Eid Event	\$ -	\$ -	\$ -	\$ -	\$ -	no city support needed except for Franklin Pasture access in back of bldg.	B3
	Central Maine Heart Walk	\$ -	\$ 649.00	\$ 67.50	\$ -	\$ 716.50		B1
FY180004	Color Me Rad 5K - BILLABLE	\$ -	\$ -	\$ -	\$ -	\$ -	BILLABLE EVENT	B1
FY180010	Dempsey Challenge - CMMC (1)	\$ -	\$ 4,765.00	\$ 3,864.00	\$ 69.02	\$ 8,698.02	\$3000 field impact charges paid only if required	B1
FY180006	GAHS - Strutt Your Mutt Walk	\$ -	\$ -	\$ -	\$ -	\$ -	no city costs	B1
FY180019	Great Falls Balloon Fest (1)	\$ -	\$ 16,108.00	\$ 864.00	\$ 541.00	\$ 17,513.00	\$3000 field impact charges paid only if required	B2
FY180015	Kora Feztival of Trees - PARKING GARAGE	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00	parking fees for Mon-Tue-Wed to be paid by Shriners - free parking on weekend	B4
FY180011	LA Bridge Run - Triple Crown Series	\$ -	\$ 2,404.00	\$ -	\$ 108.00	\$ 2,512.00		B1
	Lewiston Farmers Market	\$ -	\$ -	\$ -	\$ 372.50	\$ 372.50		B2
	Lewiston Farmers Food Bus	\$ -	\$ -	\$ -	\$ 34.00	\$ 34.00		B2
FY180018	Liberty Festival (1)	\$ 10,000.00	\$ 1,850.00	\$ -	\$ 78.00	\$ 11,928.00	\$3000 field impact charges paid only if required	B2
	March for Babies - March of Dimes	\$ -	\$ 824.00	\$ -	\$ -	\$ 824.00		B1
FY180003	MS Walk	\$ -	\$ 735.00	\$ -	\$ -	\$ 735.00		B1
	Safe Voices Walk Fundraiser	\$ -	\$ 177.00	\$ -	\$ 13.26	\$ 190.26		B1
FY180023	Twin Cities Holiday Celeb	\$ -	\$ 1,711.00	\$ -	\$ -	\$ 1,711.00		B2
FY180005 - FY180008	Veterans Council (approved by CC 5/5/15)	\$ -	\$ 2,105.50	\$ -	\$ 32.00	\$ 2,137.50	3 events(Mem Day Parade;June Flag Day; Nov Vets day review--APPROVED AS OFFICIAL CITY EVENTS IN POLICY 5.19.15	CITY SPONSORED
FY180007	Veterans 67 Reunion Bench	\$ -	\$ -	\$ -	\$ -	\$ -		
FY180025	Walk to End Alzheimers	\$ -	\$ 177.00	\$ 67.50	\$ 5.78	\$ 250.28		B1
FY180017	YMCA Fit Test - Triple Crown Series	\$ -	\$ 2,253.00	\$ 108.00	\$ -	\$ 2,361.00		B1
FY180009	5K Trot for Autism 5K - M Murphy Homes	\$ -	\$ 236.00	\$ -	\$ -	\$ 236.00		B1
FY180012	99.9 Wolf Summer Concert - BILLABLE	\$ -	\$ -	\$ -	\$ -	\$ -	BILLABLE EVENT	
		\$ -	\$ -	\$ -	\$ -	\$ -		14 - B1
		\$ -	\$ -	\$ -	\$ -	\$ -		8 - B2
		\$ -	\$ -	\$ -	\$ -	\$ -		0 - B3
	TOTAL REQUESTS	\$ 10,000.00	\$ 34,517.00	\$ 4,971.00	\$ 1,587.06	\$ 51,075.06		3 - B4
(1) Dempsey, Great Falls Balloon Festival, Liberty Festival all reflect \$3,000 field charge for possible rain damaged fields								

LEWISTON CITY COUNCIL
MEETING OF MAY 2, 2017

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 11

SUBJECT:

Resolve Authorizing the Use of \$2,000 from the Farrar Fund for costs of basic necessary services for needy individuals.

INFORMATION:

The Farrar Fund is an endowment fund that was established to provide medical and dental services for the residents of Lewiston who are not able to meet their own needs. These residents are usually not eligible for other forms of aid and would otherwise go without needed services and products such as eyeglasses, dentures, prescription drugs, etc.

The Council is requested to authorize the Director of Social Services to expend up to \$2,000 from this account in the coming year, a similar amount to past years. This amount will include interest earned in the past year supplemented by interest earnings accumulated and retained over time. Fund principal in the amount of \$18,551 is to be maintained in perpetuity.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EA/BK/mm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To approve the Resolve authorizing the use of up to \$2,000 from the Farrar Fund for the expenses of basic necessary services for Lewiston residents where such costs are not covered by other assistance programs and as determined by the Director of Social Services.



**City of Lewiston Maine
City Council Resolve
May 2, 2017**



Resolve, Authorizing the Use of \$2,000 from the Farrar Fund for Costs of Basic Necessary Services for Needy Individuals.

Whereas, the City of Lewiston was left an endowment to provide for medical and dental expenses for needy individuals; and

Whereas, in 2008, the City Council authorized the use of these funds, as determined by the Social Services Director, to provide basic, necessary services to those individuals whose income is no greater than 185% of the federal poverty level; and

Whereas, fund principal in the amount of \$18,551 is to be maintained in perpetuity; and

Whereas, due to the low rate of return on investments, it is anticipated that the demand for service will exceed the adopted procedure of only utilizing the prior year's investment earnings; and

Whereas, the appropriation of \$2,000 is recommended with additional funding for this amount over and above the interest earned in the prior year coming from interest earnings accumulated and retained over time;

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

the Social Services Director is authorized to spend up to \$2,000 from the Farrar Fund, the same amount as last fiscal year.



Finance Department

Heather Hunter
Director of Finance/Treasurer
hhunter@lewistonmaine



TO: Mayor Robert Macdonald
And Members of the City Council

FROM: Heather Hunter, Finance Director

SUBJECT: **Farrar Fund Expenditures**

DATE: April 26, 2017

Annually, the City Council is asked to approve the use of only the accumulated investment earnings from the Farrar Fund. On May 10, 2001, the City Council voted to authorize the use of these funds for medical and dental expenses incurred in the Social Services budget. Prior to this date it was budgeted in the Public Health budget.

In 2008, the Council voted to authorize the funds to be used for charitable need purposes, as determined by the Social Services Director, to provide basic necessary services to those individuals whose income is no greater than 185% of the federal poverty level. This action allows for the funds to be used for essential basic needs; however, in the recent past the majority of the assistance has been for prescription medication due to the overwhelming demand. These clients are not covered by Maine Care or any other insurance program and, after the City provides rent and utility assistance, their overall General Assistance maximum has been met.

As of March 31, 2017, the principal balance of \$18,551.07 has been maintained in perpetuity and the accumulated interest earnings amount to \$15,527. In accordance with the adopted procedure, anticipated expenditures in excess of the prior year's interest earning of \$53.19 must be approved by Council. Although the need is far greater, it is requested that the City Council authorize a \$2,000 limit for fiscal year 2018.