

LEWISTON CITY COUNCIL SPECIAL MEETING AGENDA

CITY COUNCIL CHAMBERS, CITY HALL

TUESDAY, APRIL 24, 2018

6:00 p.m. Special Meeting

Pledge of Allegiance to the Flag.

SPECIAL MEETING

1. Approval of the Election Warrant calling for a Special Municipal Election to be held on Tuesday, June 12, 2018 for the Special School Referendum and Recommendations from the City Clerk/Registrar of Voters on actions necessary to conduct said election.

***BUDGET WORK SESSION**

General Budget Discussions - The City Council will have the opportunity to review and discuss all items in the proposed municipal budget as well as the budget adjustments proposed by the City Administrator and Finance Director.

WORKSHOP

Discussion of the Fiscal Year 2019 Lewiston Capital Improvement Plan/Bond Issue

LEWISTON CITY COUNCIL

MEETING OF APRIL 24, 2018

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 1

SUBJECT:

Approval of the Election Warrant calling for a Special Municipal Election to be held on Tuesday, June 12, 2018 for the Special School 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 June 12, 2018 for the purpose of voting in the Special School Referendum.

Recommendations on election related issues:

A. That the hours for acceptance of registrations in person only, prior to the June 12th election, as required by MRSA Title 21A, sec. 122, 6A(2), be set at 8:30am to 4:00pm, May 23 through June 11, 2018.

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 centrally at 4:00pm and any and all remaining shall be processed at 8:00pm, if necessary.

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
---	---	---	---	---	---	---	---

Be It Ordered by the City Council that the Election Warrant be issued for the Special Municipal Election to be held on Tuesday, June 12, 2018 for the purpose of voting for the Special School 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 June 12th election, as required by MRSA Title 21A, sec. 122, 6A(2), be set at 8:30am to 4:00pm, May 23 through June 11, 2018.

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 centrally at 4:00pm and any and all remaining shall be processed at 8:00pm, if necessary.

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, June 12, 2018, at the regular city polling places.

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

REFERENDUM BALLOT:

Ballot Question One:

“Do you approve Lewiston Public Schools joining a regional service center with other area school districts in order to improve educational efficiencies and preserve state subsidy, as set forth in an application to be approved by the Commissioner of the Maine Department of Education?”

The polls shall be opened at 7:00 a.m. and closed at 8:00 p.m.. Absentee ballots will be processed centrally at 4:00 P.M. and 8:00 P.M., if necessary.

Dated at Lewiston, Maine on April 24, 2018.

_____	_____
_____	_____
_____	_____
_____	_____

ATTEST: _____
Kathleen M. Montejo, City Clerk



CITY OF LEWISTON

Department of Planning & Code Enforcement

TO: Mayor and City Council
FROM: David Hediger, City Planner
DATE: February 14, 2018
RE: Planning Board recommendation: FY 2019 Lewiston Capital Improvement Plan

Pursuant to Article VII, Section 4(e) of the Zoning and Land Use Code, the Planning Board took the following actions at their meeting held on February 12, 2018 sending a favorable recommendation for the City Council's consideration the adoption of the FY 2019 Lewiston Capital Improvement Program:

MOTION: by **John Butler** to move the expenditures for the Lincoln Street Garage Phase II forward one year to 2020 and 2021. **Second by Lucy Bisson.**

VOTED: **6-0 (Passed)**

Note: given the uncertainty with the redevelopment of Bates Mill #5, the Board felt it was appropriate to delay this project.

MOTION: by **Benjamin Martin** to move the expenditure for the Kennedy Park Master Plan forward by one year to 2020. **Second by John Butler.**

VOTED: **6-0 (Passed)**

Note: some Board members noted the amount of funding seems excessive and that a delay would help reduce the amount of bond funding.

MOTION: by **Lucy Bisson** to move the expenditure for the Oxford Street Parking Lot project forward one year to 2020. **Second by Benjamin Martin.**

VOTED: **6-0 (Passed)**

Note: given the uncertainty with the redevelopment of Bates Mill #5, the Board felt it was appropriate to delay this project.

MOTION: by **John Butler** that any funds approved towards the Sabattus Street Fire Station Replacement Project not utilized be allocated to future Fire Station Replacement Projects only. **Second by Benjamin Martin.**

VOTED: **6-0 (Passed)**

Note: discussion regarding the planning and design of this station revealed how costs will vary due to land acquisition, design, etc. Therefore, after completion of the Sabattus Street Fire Station Replacement project, any funds remaining should be dedicated specifically to the next fire station replacement project.

MOTION: by **Bruce Damon** that recommendations made by the Planning Board regarding the FY 2019 Lewiston Capital Improvement Program apply solely to FY19 expenditures and that any projects identified in subsequent years must be brought back before the Planning Board for consideration. **Second by John Butler.**

VOTED: 6-0 (Passed)

Note: some Board members expressed concerns with the Council's recent appropriation of funds exceeding \$100,000 for a new sidewalk plow. The ordinance requires that the Board shall review and make a recommendation to the city council with regard to all capital expenditures costing \$100,000.00 or more which are not included in the annual capital program. The sidewalk plow was included in FY18 capital plan for year 2 of the plan. The Planning Board made a recommendation on the FY18 capital plan with this item included for FY19. The Council's recent approval moved the purchase of the plow ahead one fiscal year. Whereas the actual practice of the Planning Board has been to largely focus on the first year of the plan and not the out years, the Board is looking to avoid having the Council fund proposed projects from subsequent years without the Board's recommendation.



City of Lewiston, Maine



Finance Committee

February 12, 2018

The Honorable Shane Bouchard, Mayor
And Members of the City Council
City Hall
Lewiston, Maine 04240

Dear Mayor and Members of City Council:

At a meeting of the Finance Committee held on February 12, 2018 the Committee took the following action relative to recommendation of the FY2019 Capital Improvement Program:

On motion of Mr. Lachance, seconded by Councilor Lysen it was voted to send the following recommendation:

VOTED:

The Finance Committee has reviewed the Fiscal Year 2019 Lewiston Capital Improvement Program. The Finance Committee recognizes that this document is a long-term planning tool utilized by the City Council and Administration, and that all projects are subject to the scrutiny of the budgetary process. If projects as requested are approved, including the Administrator's recommendation and School Department recommendations, the proposed FY19 bond authorization amount would significantly exceed the 80% bond issue authorization limitation as established by City Ordinance (Chapter 2, Article II, Section 2-34: Council action on bond authorization).

As a committee serving this council and the citizens of Lewiston we recommend the focus be placed on the overall systemic view rather than a listing of each item that highlights our concern. Given some council members are new to the process we think this a prudent manner of presentation.

On Debt

We are grateful for the past few years of debt reduction however, a review of the past 10 years shows that while we might see several years reduction, all it takes is one year of significant bonding to wipe out any gains, thus destroying the original intent of the 2008-2009 City Council who began the concept of mandated debt reduction. On the city side, we saw jumps in FY 07 & FY11, and in FY 13 & FY18 on the School side, even after considering the state reimbursement portions. Add those to the constantly growing Lewiston utility debt and we remain concerned that the residential taxpayer will not be able to stay in their home and that potential business development might look elsewhere to establish a presence.

Fund Balances

We appreciate the city reviewing fund balances and believe that excessive Fund Balance is as much a concern as it is a safety net. The Finance Committee recommends a Fund Balance floor of 10%, given a balance of as little as 8.33% calculates to 30 days of reserve. City administration should be able to provide a breakdown of the past 5 years of the fund balance in days held to show the true loss in sitting on this money as opposed to using it to maintain our streets our complete other projects affecting the livability of our citizens

Fire Stations & Schools

We are aware that the city needs major improvements to the Central Fire Station as well as a need for three new substations throughout the city. When you combine this with the potential request of a Performing Arts Center at the High School that would receive no state reimbursement, we have a potential new debt on these alone to approach \$50 Million dollars or more. We recommend working more with the architects and designers to find ways to reduce the cost and develop structures that meet the essential needs instead of designing based on a wish list or the best of the best.

On Housing

We renew our call to create additional staffing within Code Enforcement to ensure that multi-family rentals meet all required codes and provide a safe environment for the tenants. Creating a licensing and inspection fee as a requirement of offering units for rental should pay for itself annually and guarantee that we have housing stock that is desirable and safe. The council will need to consider the number of units in a property before inspection is required (4 seems to be a common threshold) and whether owner-occupied premises would have a different requirement or licensing application.

On Roads

The Finance Committee also asks that the city ensure that any project approved for the LCIP be done in the year anticipated unless delays are unavoidable. If delays are only due to city staff not having enough time to complete the work, we suggest contracting with others to ensure the work is completed on time. Delaying highway's projects and road repairs could lead to higher costs than budgeted should the petroleum market or other factors change. Some foresight or planning of staffing for our needs and ability will lead to better outcomes and more timely completions. The council would benefit greatly from seeing a timeline of each project, and the staffing required in planning and implementation stages so that we can have a clear picture of when outside assistance will be required in advance. As an example, the city engineering staff might not be able to accommodate all road project design given the short season, thus an outside firm might be contracted to take on some of that load.

Prudent Choices

Despite all this, the economic outlook seems to indicate that borrowing more in the present time as opposed to delaying might save this city a significant amount of interest paid out, thus we ask the city financial staff to provide you with the options of both financing or delaying based on the projected bond market for the next 2-3 years. This might seem contrary to our other points on having to rein in spending and be cautious, but a combination of ensuring that we only get what we can afford to and doing so when the market gives us the most favorable conditions will bode Lewiston well over the next 10 years or more.

We look forward to being a resource to the city on any of these issues and are open to assisting with any further discussion.

The Committee voted 5-0 in support of the recommendation.

Sincerely,

Robert Reed, Chairman
Finance Committee