

**LEWISTON CITY COUNCIL AGENDA
CITY COUNCIL CHAMBERS
MAY 7, 2019**

7:00 p.m. Regular Meeting

Pledge of Allegiance to the Flag

Mayoral Recognition of Kaydenz Kitchen Food Pantry

Mayoral Proclamation – National Kids to Parks Day

Acceptance of the minutes of the April 16, 2019 meeting.

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 2.

REGULAR BUSINESS:

1. Public Hearing on the renewal application for a Special Amusement Permit for Live Entertainment for the Ramada Hotel & Conference Center, 490 Pleasant Street.
2. Public Hearing for approval of outdoor concerts sponsored by L/A Arts at Dufrense Plaza.
3. Public Hearing for approval of an Outdoor Entertainment Permit for the Lewiston Farmers Market concerts.
4. Public Hearing and Resolve Approving the Federal FY2019 (Lewiston FY2020) Community Development Block Grant (CDBG) Action Plan Budget and HOME budgets for submittal to the U.S. Department of Housing and Urban Development (HUD).
5. Final Budget Public Hearing for the Fiscal Year 2020 Municipal Budget.
6. Budget Recommendations from the Finance Committee regarding the proposed Fiscal Year 2020 Municipal Budget.
7. Resolve Approving the FY20 Budget for the Lewiston School Department.
8. Resolve Approving the Final Adjustments to the Fiscal Year 2020 Municipal Budget.
9. Adoption of Municipal Budget Appropriation Resolve for Fiscal Year 2020.
10. Resolve Making an Appropriation for Utility and Special Revenue Funds for Municipal Budget Year 2020.
11. Resolve Authorizing the use of \$3,745,189 from the General Fund Unassigned Fund Balance for Capital Outlay purchases and other one-time costs.
12. Order Authorizing the City Administrator to provide city services and funding for City Non-Profit Organization Activities in accordance with the FY2020 City Council approved list.
13. Resolve Authorizing the Use of \$1,500 from the Farrar Fund for costs of basic necessary services for needy individuals.
14. Authorizing the City Administrator to Execute a License with Lepage Bakeries Cedar Street LLC, to Allow for Maintenance of the City Property Adjacent to the Canal.
15. Reports and Updates – Committee Appointments
16. Any other City Business Councilors or others may have relating to Lewiston City Government.

LEWISTON CITY COUNCIL

MEETING OF MAY 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 1

SUBJECT:

Public Hearing on the renewal application for a Special Amusement Permit for Live Entertainment for the Ramada Hotel & Conference Center, 490 Pleasant Street.

INFORMATION:

We have received a renewal application for a Special Amusement Permit for Live Entertainment from the Ramada Hotel & Conference Center, 490 Pleasant 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 owner has 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/ksm

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 Ramada Hotel & Conference Center, 490 Pleasant Street.

CITY OF LEWISTON
APPLICATION FOR SPECIAL AMUSEMENT PERMIT

Date of Application: 4/29/19

Expiration Date: 5/26/19

- 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: RAMADA Hotel & Conference Center Business Phone: 207-784-2331

Location Address: 490 Pleasant St. Lewiston, Maine 04240

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

Mailing Address: 490 Pleasant St. Lew., Me. 04240

Email address: AGM@RAMADAME.COM

Contact Person: PAUL BELAND JR. Phone: 207-212-7174

Owner of Business: TUSHARKUMAR PATEL Date of Birth: 11-11-1977

Address of Owner: 6A DOCKLANE, SALISBURY, MA. 01952

Manager of Establishment: TOM PATEL Date of Birth: 11-11-1977

Owner of Premises (landlord): Atithi Group Lewiston LLC

Address of Premises Owner: 6A DOCK LANE, SALISBURY, MA 01952

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): RAMADA LEWISTON

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: Arithi Group Lewiston LLC

Corporation Mailing Address: 490 Pleasant St. Lewiston, Me. 04240

Contact Person: TUSHAR KUMAR PATEL 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: [Signature] Title: Yam Patel Date: 4/29/19

Printed Name: Tushar Kumar Patel

Hearing Date: 5-7-19



POLICE DEPARTMENT

Brian O'Malley
Chief of Police



TO: Kelly Brooks, Deputy City Clerk

FR: Lt. David St. Pierre, Support Services

DT: April 03, 2019

RE: Liquor License/Special Amusement Permit – **Ramada Inn**

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

Ramada Lewiston Hotel
490 Pleasant 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 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 2

SUBJECT:

Public Hearing for approval of outdoor concerts sponsored by L/A Arts at Dufresne Plaza.

INFORMATION:

L/A Arts has submitted an application requesting permission to hold outdoor concerts on City property. They plan to hold evening outdoor concerts at Dufresne (Courthouse) Plaza on the last Friday of each month between May-October to be held in conjunction with the Lewiston Art Walk. L/A Arts has been hosting outdoor concerts within the City for several years and these have been well attended.

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 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.

EA/BJ/kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To conduct a public hearing on an application from L/A Arts for the evening outdoor concerts to be held at Dufresne Plaza on May 31, June 28, July 26, August 30, September 27 and October 25 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 L/A Arts for the outdoor concerts, contingent upon positive recommendations from the Police Department, Fire Department, Code/Land Use Officer and Code/Health Officer regarding compliance with all regulations, and compliance with all City ordinances.



2019 Event Application-FY20 for events from 7/1/19 to 6/30/20

Application Date: March 2019

Event and Organizer Information

Event Name: Artwalk LA Event Location: Downtown/ Lisbon St./Dufresne Plaza
 Requested Date(s) ^{Final Friday/moth} 5/31 Rain Date (if applicable) n/a Recurring Dates 5/31 & 10/25
 Actual Hours of Event 5 p.m. to 8 p.m. Set up: 3 p.m. Tear Down: 8:30 pm
 Type of Event (check all that apply): Park Use Only Gazebo Use Amphitheater Use
 First-time Event Repeat Event Attendance (25+) (1,000+) (requires CC approval)
 Walk/Run Road Race Festival Concert Live Performance Parade
 Carnival Fireworks Arts Wedding Ceremony Wedding Reception Picnic/BBQ
 Open to the Public Age-Restricted Invitation Only Vigil Demonstration March
 Fundraiser Other (please specify): _____

5/31/19
6/28/19
7/26/19
8/30/19
9/27/19
10/25/19

Name of Organization: LA Arts For-Profit Non-Profit
 Organization Address: 221 Lisbon St. City: Lewiston
 Organization Daytime Telephone: 207-782-7228
 Applicant Name: Mary Callahan Title: Artwalk Chairperson/Board Member
 Applicant Telephone: 333-3342/ 415-3937 Applicant Email: mary@kimballstreetstudios.net
 On-site Manager Name (day of event): _____ Cell: _____

At-A-Glance / Staff Use Only

EVENT NUMBER: _____ Calendar E-Folder DB EM Staff
 \$50 Processing Fee 50 CK CC CASH Park Fee(s) N/A Clerk Fee(s) _____ Date _____
 NP Paperwork: on file 501C3 IRS Letter Form 990 COI: _____ Date _____
 Fee Waiver Request Schedule A Fundraiser Maps Submitted
 Event Staff-Organizer Meeting Date _____
 Outdoor Entertainment Detour/Road Closure Fire Review
 Sound Amplification EMR Group Notification Electrical Access
 Outside Alcohol Business Contact Plan Dig-Safe
 Vendor/Flea Market Permit Police Assistance Water Access

Pd
3/29/19
CK#
2154

FY20 (4) events



Event Details & What We Need to Know

Events in Our Parks

Lewiston-based non-profits (LBNP) will receive a 50% discount on park fees.

If utilizing a park, please select one

Park Name	Fee	LBNP	Park Amenities	Fee	NP Rate
Simard Payne Park	\$150	\$75	Amphitheater	\$60 hr.	\$25 hr.
Dufresne Plaza	\$150	\$75 <u>yes</u>			
Kennedy Park	no charge		Gazebo	no charge	
Pettingill School Park	no charge		Pergola	no charge	
Marcotte Park	no charge				
Potvin Park	no charge		Reservations are required		
Raymond Park	no charge		Number of Days _____		
Sunnyside Park	no charge				Amount \$ <u>yes</u>
Other _____					

Please note, there are no bathroom facilities at City parks. Please plan ahead for porta-potties.

City Clerk's Office in conjunction with Sanitarian/Code Enforcement

Please check all that apply

Sound Amplification Needed Yes V No ___ Please describe For live performances in Dufresne Plaza

SOUND AMPLIFICATION PERMIT may be required \$17 per day / \$8.50 (LBNP) Amount \$ 51

Live Performance Yes V No ___ Please describe Live performance in plaza

OUTDOOR ENTERTAINMENT PERMIT \$50 / \$25 (LBNP) Amount \$ 150

City Council approval is required

Food Yes V No ___ Sold ___ Given Away ___ Type Independent food carts may seek individual permits

Food Truck V Food Truck Name Isuken/Pinky Ds - Not yet reserved Licensed Yes V No ___

BBQ ___ is this a catered event? Name of caterer _____ (copy of rules & regs)

FOOD SERVICE LICENSE may be required \$50 up to 3 days / \$25 (LBNP) Amount \$ _____

Sanitarian/Code inspection may apply, Fire inspection may apply

Beverages Yes V No ___ Sold ___ Given Away ___ Type Not yet reserved possibly Poland Springs

Outside Alcohol ___ (restrictions apply) Name of Licensed Business _____

FOOD SERVICE LICENSE may be required \$50 up to 3 days / \$25 (LBNP) Amount \$ _____

OUTDOOR ALCOHOL PERMIT REQUIRED \$25 per event & _____ apply Amount \$ _____

No discounts apply on alcohol permits

LEWISTON CITY COUNCIL

MEETING OF MAY 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 3

SUBJECT:

Public Hearing for approval of an Outdoor Entertainment Permit for the Lewiston Farmers Market concerts.

INFORMATION:

The Lewiston Farmers Market is planning to sponsor and host musical performances at their market location to attract more patrons to the market, as well as for the enjoyment of the vendors. The Market is held on Sundays from May 12 - October 27 and is located at the municipal parking lot on the corner of Lincoln Street and Main Street, adjacent to Bates Mill 5. The musical performances will vary from guitar players to a jazz ensemble and will occur occasionally throughout the summer and fall.

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 for an outdoor entertainment event for the Lewiston Farmers Market concerts, and to grant a permit for an Outdoor Entertainment Event, as required by the City Code of Ordinances, Chapter 10, Article 1, Section 10-3, to the Lewiston Farmers Market Association for outdoor music concerts for the Market, contingent upon positive recommendations from the Police Department, Fire Department, Code/Health Officer and Land Use Inspector regarding compliance with all regulations and compliance with all City ordinances.



2019 Event Application-FY20 for events from 7/1/19 to 6/30/20

Application Date: 3/1/19

Event and Organizer Information

* Sundays

Event Name: Lewiston Farmers' Market Event Location: Corner of Lincoln and Main Street

* Requested Date(s) May 1 - Nov 1 Rain Date (if applicable) _____ Recurring Dates Sundays & _____ * 5/12 START
 Actual Hours of Event 10 am to 2pm Set up: 8 am Tear Down: 4pm 5/19
 Type of Event (check all that apply): Park Use Only _____ Gazebo Use _____ Amphitheater Use _____ 5/20
 First-time Event _____ Repeat Event Attendance (25+) _____ (1,000+) _____ (requires CC approval) 6/2
 Walk/Run _____ Road Race _____ Festival _____ Concert _____ Live Performance Parade _____ 6/9
 Carnival _____ Fireworks _____ Arts _____ Wedding Ceremony _____ Wedding Reception _____ Picnic/BBQ _____ 6/16
 Open to the Public Age-Restricted _____ Invitation Only _____ Vigil _____ Demonstration _____ March _____ 6/23
 Fundraiser _____ Other (please specify): Farmers' Market 6/30

Name of Organization: St. Mary's Nutrition Center For-Profit _____ Non-Profit
 Organization Address: PO Box 7291 City: Lewiston
 Organization Daytime Telephone: 207 513 3848
 Applicant Name: Sherie Blumenthal Title: Program Development; Market Manager
 Applicant Telephone: 207 333 0481 Applicant Email: sblumenthal@stmarysmaine.com
 On-site Manager Name (day of event): Sophia Gamache Cell: 713 5372

FY20 7/7
17 DAYS 7/14
7/21
7/28

At-A-Glance / Staff Use Only

2019
Clerks
Fees Paid

EVENT NUMBER: _____ Calendar E-Folder DB EM Staff _____
 INV. Sent 3/18/18 → \$50 Processing Fee CK _____ CC _____ CASH _____ Park Fee(s) _____ Clerk Fee(s) _____ Date _____
 NP Paperwork: on file 501C3 _____ IRS Letter _____ Form 990 _____ COI: _____ Date _____
 Fee Waiver Request _____ Schedule A _____ Fundraiser _____ Maps Submitted _____
 Event Staff-Organizer Meeting Date _____
 Outdoor Entertainment Detour/Road Closure _____ Fire Review
 Sound Amplification EMR Group Notification _____ Electrical Access
 Outside Alcohol _____ Business Contact Plan _____ Dig-Safe ?
 Vendor/Flea Market Permit Police Assistance _____ Water Access _____

8/4
8/11
8/18
8/25
9/1
9/8
9/15
9/22
9/29
10/6
10/13
10/20
10/27



Event Details & What We Need to Know

Events in Our Parks

Lewiston-based non-profits (LBNP) will receive a 50% discount on park fees.

If utilizing a park, please select one

Park Name	Fee	LBNP	Park Amenities	Fee	NP Rate
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Dufresne Plaza	\$150	\$75			
Kennedy Park	no charge		Gazebo	no charge	
Pettingill School Park	no charge		Pergola	no charge	
Marcotte Park	no charge				
Potvin Park	no charge		Reservations are required		
Raymond Park	no charge		Number of Days _____		
Sunnyside Park	no charge				Amount \$ _____
Other <u>Raymond Park; electricity</u> <u>Mill 5 Parking Lot</u>					

Please note, there are no bathroom facilities at City parks. Please plan ahead for porta-potties.

City Clerk's Office in conjunction with Sanitarian/Code Enforcement

*Paid in Advance

Please check all that apply

Sound Amplification Needed Yes No Please describe Weekly music

SOUND AMPLIFICATION PERMIT may be required \$17 per day / \$8.50 (LBNP) Amount \$ _____

Live Performance Yes No Please describe Weekly music

OUTDOOR ENTERTAINMENT PERMIT \$50 / \$25 (LBNP) Amount \$ _____

City Council approval is required

Food Yes No Sold Given Away Type _____

Food Truck Food Truck Name Isuken Food Co-op Licensed Yes No

BBQ is this a catered event? Name of caterer _____ (copy of rules & regs)

FOOD SERVICE LICENSE may be required \$50 up to 3 days / \$25 (LBNP) Amount \$ _____

Sanitarian/Code inspection may apply, Fire inspection may apply

Beverages Yes No Sold Given Away Type juice; water

Outside Alcohol (restrictions apply) Name of Licensed Business _____

FOOD SERVICE LICENSE may be required \$50 up to 3 days / \$25 (LBNP) Amount \$ _____

OUTDOOR ALCOHOL PERMIT REQUIRED \$25 per event & _____ apply Amount \$ _____

No discounts apply on alcohol permits

LEWISTON CITY COUNCIL

MEETING OF MAY 7, 2019

AGENDA INFORMATION SHEET: AGENDA ITEM NO. 4

SUBJECT:

Public Hearing and Resolve Approving the Federal FY2019 (Lewiston FY2020) Community Development Block Grant (CDBG) Action Plan Budget and HOME budgets 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 FY19 CDBG budget and Action Plan, and voted to set the public hearing for the May 7, 2019 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 2019 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 Federal FY2019 (Lewiston FY2020) Community Development Block Grant (CDBG) Action Plan Budget and HOME budgets for submittal to the U.S. Department of Housing and Urban Development (HUD).



City of Lewiston Maine
City Council Resolve
May 7, 2019



Resolve, Approving the Federal FY2019 (Lewiston FY2020) Community Development Block Grant (CDBG) Action Plan Budget and HOME budgets 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 and HOME budgets; and

Whereas, the City Council has, on March 28, 2019 and 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 CDBG Action Plan Budget and HOME Action Plan Budget for the Federal Fiscal Year 2019 (City of Lewiston FY2020) are hereby adopted, and City staff is hereby authorized to submit the same to the U.S. Department of Housing and Urban Development.

COMMUNITY DEVELOPMENT BLOCK GRANT
CITY FY 2020 BUDGET

	FY2019	FY2019	FY2020 (FFY19)		Contingency
SOURCES OF FUNDS:					
A. FY20 (FFY19) Allocation: \$	\$887,262				
Fair Housing Activities	(\$1,802)				
Less Lead Weatherization	(\$55,000)				
Less Choice Neighborhood Match	(\$100,000)				
Choice Neighborhood Housing Implementation	(\$259,260)				
Brownfield Match	(\$60,000)				
Social Services	(\$51,654)				
CCI Construction Management	(\$7,500)				
Less Enhanced Code Enforcement	(\$73,690)				
Less Housing Rehab Admin: \$	(\$40,389)				
Less CD Admin: \$	(\$178,707)				
Total available for programs:	\$59,260				
B. FY 19 Program Income (FFY18)	\$318,726				
C. FY20 (FFY19) Projected Program Income					
Housing	\$84,000				
Commercial	\$72,000				
ESLP:	\$24,000				
Total FY20 Projected Program Income	\$180,000				
<p>*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).</p> <p>Program Income generated by the Economic Stimulus Loan Pool (ESLP), administered by the LAEGC is counted as CDBG program income</p>					
Caps:					
CD: Administration - (20% of Entitlement \$):			\$177,452		
Public Services -					
15% x (Grant + FY18 Program Income):			\$180,898		
Administration & Planning -					
20% x (Grant + Projected FY17 Program Income):			\$213,452		

COMMUNITY DEVELOPMENT BLOCK GRANT
CITY FY 2020 BUDGET

BUDGET CATEGORIES	FY2019		FY2019	FY2020 (FFY19)			Contingency
	Requested Amount	Score CDBG CAC	Approved Council	Requested Amount	Score CDBG CAC	CAC Recommends	Plan Recommendation
PUBLIC SERVICE AGENCIES							
COL - Social Services Department	\$58,500	NOT SCORED	\$58,500	\$51,654	NOT SCORED	\$51,654	\$51,654
Fair Housing Activities	\$0	NOT SCORED	\$0	\$2,000	NOT SCORED	\$1,802	\$1,802
The Center for Wisdom's Women - Sophia's House	\$11,016	76	\$0	\$17,940	93	\$11,679	\$10,561
Healthy Homeworks - Build A Bed Program	\$36,004	89	\$19,547	\$23,072	90	\$12,459	\$11,267
Tedford Housing - Lewiston Supportive Housing	\$8,500	82	\$3,555	\$8,500	90	\$4,590	\$4,151
Trinity Jubilee Center - Day Shelter & Resource Center	\$24,000	91	\$15,506	\$29,000	90	\$15,660	\$14,161
Promise Early Education Center - Extended Care	\$15,000	88	\$8,052	\$15,000	89	\$8,010	\$7,243
Lewiston Adult Education - Work Readiness	\$23,348	88	\$12,533	\$24,875	88	\$13,134	\$11,877
New Beginnings, Inc.- Youth Educational Support	\$0	NEW	\$0	\$12,000	87		
Pine Tree Society	\$5,000	83	\$2,117	\$5,000	86		
Seniors Plus-MOW	\$25,000	92	\$16,330	\$25,000	86		
Literacy Volunteers - Workplace Literacy	\$5,000	89	\$2,715	\$5,000	85		
Safe Voices Androscoggin Justice	\$8,000	89	\$4,343	\$8,000	84		
Trinity Jubilee Center - Food Pantry	\$9,000	93	\$5,943	\$9,000	84		
Catholic Charities - Senior Wrap	\$0	NEW	\$0	\$10,000	73		
Maine Immigrant and Refugee Services - Application Incomplete	\$0	NEW	\$0	\$0	NOT SCORED		
African Youth Alliance - Application Incomplete	\$0	NEW	\$0	\$0	NOT SCORED		
SUBTOTAL	\$160,868		\$84,697	\$246,041		\$118,988	\$112,716
				Amount over/under Public Service Agency Cap	\$65,143	(\$61,910)	(\$68,182)
ADMINISTRATION & PLANNING							
CD Office Administration	\$146,830	NOT SCORED	\$146,830	\$172,707	NOT SCORED	\$172,707	\$172,707
Fair Housing Consultant	\$0	NOT SCORED	\$0	\$6,000	NOT SCORED	\$6,000	\$6,000
SUBTOTAL	\$146,830		\$146,830	\$178,707		\$178,707	\$178,707
				Amount over/under Administration & Planning Cap	\$1,254	\$1,254	\$1,254
HOUSING							
COL-Code Enforcement	\$68,274	NOT SCORED	\$68,274	\$73,690	NOT SCORED	\$73,690	\$73,690
Choice Neighborhood Match	\$118,750	NOT SCORED	\$18,750	\$100,000	NOT SCORED	\$100,000	\$100,000
Lead Weatherization		NOT SCORED		\$55,000	NOT SCORED	\$55,000	\$55,000
CCI Construction Management		NOT SCORED		\$7,500	NOT SCORED	\$7,500	\$7,500
COL-Rehab Administration	\$102,279	NOT SCORED	\$102,279	\$40,389	NOT SCORED	\$40,389	\$40,389
SUBTOTAL	\$289,303		\$189,303	\$276,579		\$276,579	\$276,579
PUBLIC IMPROVEMENTS/INFRASTRUCTURE							
Choice Neighborhood Housing Implementation				\$259,260		\$259,260	\$259,260
Brownfield	\$40,000		\$0	\$60,000		\$60,000	\$60,000
SUBTOTAL	\$40,000		\$0	\$319,260		\$319,260	\$319,260
TOTAL OF ALL PROGRAMS	\$637,001		\$420,830	\$1,020,587		\$893,534	\$887,262
				Amount under/over projected allocation:	(\$133,325)	(\$6,272)	(\$0)

LEWISTON HOME BUDGET

	FFY18 Budget	Staff & CAC Remmended FFY 2019 Budget
<u>PROGRAM ADMINISTRATION</u>		
General Administration	\$17,622	\$15,983
Subtotal	\$17,622	\$15,983
<u>INCREASE OWNER OCCUPANCY</u>		
Homebuyer Assistance	\$49,484	\$25,000
Subtotal	\$49,484	\$25,000
<u>PREVENT DETERIORATION OF HOUSING STOCK</u>		
Homeowner Rehabilitation	\$111,720	\$24,084
<u>PREVENT HOMELESSNESS</u>		
Security Deposits	\$22,601	\$17,000
Staying Home Rental Assistance	\$115,000	\$22,792
Subtotal	\$137,601	\$39,792
<u>SUPPORT CONSTRUCTION OF AFFORDABLE HOUSING UNITS</u>		
Hartley Block-(2nd year fundng)	\$47,813	\$0
Rental Housing	\$0	\$340,000
	\$0	
Sub Total	\$47,813	\$340,000
TOTAL BUDGET	\$364,240	\$444,859

The new allocation is \$210,731 plus carryover of \$234,128 = \$444,859 in FFY 19
 Any funds remaining in administration will be added to the project budget.

Economic and Community Development

Lincoln Jeffers

Director



To: Honorable Mayor and Members of the City Council
From: Lincoln Jeffers
RE: FY 2020 CDBG and HOME Budgets
Date: April 30, 2019

Included in this packet is my March 25th memo outlining the proposed CDBG and HOME budgets for Lewiston FY2020. Since that memo was written, the city received notice our CDBG allocation will be \$887,262; a reduction of \$6,272 (.7%) from FY2019. The Auburn – Lewiston HOME Consortium allocation saw a \$74,688 reduction, dropping from \$517,461 to \$442,773. This represents a 14.43% reduction in funding.

A public notice announcing the availability of the draft FY2020 CDBG and HOME budgets was published on March 22nd, noting a 30 day public comment period that ended on April 22nd. A public hearing on the budgets was held at the City Council's March 28th Workshop. Two public comments were received at the public hearing.

- 1) For the first time in many years, SeniorsPlus was not recommended for CDBG funding. They noted that a significant percentage of their Meals on Wheels recipients live in Lewiston and that while the amount of CDBG funds received in the past represent a small percentage of the overall cost of the program, it is important for the program to show local support match in order to maximize other federal funds they use. Seniors Plus recognized the challenge of funding agencies with the CDBG budget this year, and requested that the city find other municipal sources to help meet their match requirements.
- 2) Chris Aceto, an owner of several apartment buildings in Lewiston, spoke of the challenges of renovating older properties, the usefulness of the Lead and Green and Healthy Homes Grant program for renovating buildings and making them lead safe, and that there are many Lewiston buildings that need lead remediation. Mr. Aceto thought the \$75,000 recommended for funding under the proposed CDBG budget to provide loans to help property owners meet their match requirement was inadequate to meet demand and should be increased.

No other public comment was received during the 30 day public notice time frame.

While these comments are noted and are part of the record, because of the extremely limited funds and extraordinary demands on the CDBG budget this year, no changes to the proposed budget are recommended to address these concerns.

CDBG

The contingency plan recommended by the Citizen Advisory Board was to increase or decrease the amount of funding recommended for agencies based on the difference between the budgeted and actual CDBG allocation Lewiston receives. The \$6,272 reduction in funding reduced the amount each agency will receive by 9.57%. Attached is a spreadsheet that shows the reduced agency allocations in the Contingency Plan Recommendation column.

HOME

As previously noted, the HOME allocation is \$442,733, a reduction of \$74,688. In FY2020 Lewiston's share of the allocation is \$210,731, of which \$15,983 will be spent on administration and staff salaries. HOME allows the carryover of unspent balances from year to year. The projected carryover from FY2019 is \$234,128; resulting in a total HOME budget for FY2020 of \$444,859.

Given a different allocation than initially proposed, the contingency plan recommended by the Citizen Advisory Committee was to adjust the funds going to the Staying Home Rental Assistance Program. The proposed budget reduces the amount going to that program from \$75,000 at the time of the March 28th public hearing, to \$22,792, which is enough to provide rental assistance to two families with children in Lewiston schools to allow them to remain in their housing and keep their children in the same school.

Requested Council Action

Staff recommends approval of the CDBG and HOME budgets, as described at the March 28th City Council Workshop and public hearing, as amended and described in this memo and the attached CDBG and HOME Action Plans.

Economic and Community Development

Lincoln Jeffers
Director



WORKSHOP

To: Honorable Mayor and Members of the City Council
From: Lincoln Jeffers
RE: Proposed CDBG and HOME Budgets and Action Plan
Date: March 25, 2019

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 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.

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. In 2014 Lewiston's 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/Home/View/151>

New Consolidated Plan to Developed

We are in the final year of the 2015 – 2019 Consolidated Plan. This summer and fall staff, the CAC, stakeholders and residents will be engaged in developing Lewiston's next Consolidated Plan. You are invited to participate in that process.

HOME Program

Lewiston and Auburn formed a consortium in July 2002 to receive HOME funds from HUD. Traditionally, HOME funds are allocated to communities on an entitlement basis similar to CDBG. However, since the criteria for receipt of a HOME entitlement are different than for CDBG, neither city qualifies to receive HOME entitlement funding on its own. In such cases, HUD allows neighboring communities to apply jointly for these funds. The City of Auburn is the Lead applicant and administers the program for both cities. Unlike CDBG funds, which

may be used for a wide variety of project types, HOME funds are designed exclusively to finance affordable housing projects. As with CDBG, the City of Lewiston's share from the HOME consortium varies annually, but the recent annual allocation is +/- \$264,000.

Funding Levels

The level of funding Lewiston will receive in FY 2020 has not yet been determined. As was the case in 2018 and 2019, President Trump's 2020 recommended budget eliminated funding for CDBG and HOME. Congress has consistently pushed backed on its elimination, with Senator Collins, Senate Chair of Appropriations, Subcommittee on Transportation, Housing and Urban Development being a strong proponent for continuing funding of these programs. In FY 2019 Lewiston received 12% more in CDBG funding than the prior year (\$893,534 vs. \$800,805). The Auburn Lewiston HOME Consortium received a 60% increase in funding between FY 2018 and FY 2019, receiving \$194,674 more than the previous year (\$517,461 vs. \$322,787).

As we worked to develop CDBG and HOME budget recommendations for City Council action without a specified allocation from Congress, our HUD regional representatives have recommended using FY 2019 funding levels. They believe the programs will be flat funded or receive a slight increase. The CAC developed their recommendations expecting an \$893,534 CDBG allocation; and Lewiston's share of the HOME allocation at \$264,243.

Citizen Advisory Committee FY 2020 Funding Recommendations

HUD regulations caps the amount of funding that can go to social service agencies at 15% of the annual allocation plus the prior year program income. HUD caps the amount of CDBG funds that can be used for Administration and Planning at 20% of the annual allocation plus the current year program income.

In December 2018 the City issued a Notice of Funding Availability and invited social service providers and others to submit requests for CDBG funds. The CAC reviews all requests for funds, interviews the submitting agency or entity, and 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 to improve its objectivity.

This year federal regulation changes impacting CDBG and HOME resulted in additional changes to how agencies were scored. In year's past agencies that met multiple Consolidated Plan Goals were able to score higher. CDBG reporting

requirements only allow agencies to report progress on one goal. With only one year left in the Consolidated Plan it was determined there should not be dramatic changes to scoring criteria used for the last four years. Agencies needed to pick one goal, but if they achieved that goal utilizing more than one strategy from the Consolidated Plan, they could be scored higher. With other significant changes coming down from Washington over the last year on CDBG accounting, reporting, and policies; that also extended to agencies receiving funds; the city held a mandatory training for agencies applying for funds to make them aware of the new requirements. Of the applications received, two did not meet the threshold requirements to be eligible for funding and were not considered.

Attached is the budget showing the CAC's recommendations for the city's CDBG spending in FY 2020. The City received 15 compliant social service agency applications requesting a total of \$246,041 in funding. Included in those 15 funding requests were two requests that were not scored: \$51,654 for a case worker in Lewiston's General Assistance office; and \$1,802 in funding for required fair housing activities. 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. However, it should be noted that the city has funded a General Assistance case worker for the last 5 years. FY 2020 is the last year that position can be funded with CDBG dollars.

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

For those agencies that scored 91 or above:

Amount requested X score expressed as a % X 70%

For those agencies that scored 88 - 90

Amount requested X score expressed as a % X 60%

Agencies that scored below 88 were not recommended for funding.

The recommended level of funding is \$62,851, or 35% below HUD mandated 15% agency cap. Historically the city has funded closer to the cap, but match requirements to be funded with CDBG did not allow that level of funding for agencies this year.

Administration & Planning

HUD regulations have a 20% cap on CD Office Administration and Planning. The recommended budget includes \$172,707 to fund staff salaries and costs of operation for the Community Development office; and \$6,000 for consultant fees to assist the City in updating the city's mandated *Impediments to Fair Housing* report. The update to the *Impediments to Fair Housing* is being done in conjunction with Auburn, who will also provide \$6,000 in funding. The combined budget is \$178,707, which is 17% (\$36,000) below the HUD cap of \$214,707. 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 \$73,690. As with the GA position, this is the last year that this position will be eligible for CDBG funding.

Also recommended for funding is \$40,389 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. This is a 61% drop in funding for this line item from FY 2019. With CDBG dollars needing to be allocated to match requirements for other federal loans there is less money available for residential lending. The portion of salaries attributable to federal reporting requirements have been shifted to CD Office Administration.

The CAC recommends \$7,500 in funding to Community Concepts to provide construction management services on city funded loans and grants.

Lewiston Auburn received a \$3.4 million Lead Hazard Reduction Demonstration Grant. That grant requires a \$72,000 match over three years to assist owners of 5+ unit buildings that receive Lead or Healthy Homes grant funds to add insulation to the attic or basement of their building. CAC recommends \$55,000 in Lead Weatherization funding to help meet this match requirement.

Choice Grant Match

In FY 2019 Lewiston was awarded a \$1.3 million Choice Neighborhood Planning and Action Grant. Misty Parker has been leading the Choice Neighborhood planning effort, working closely with the Healthy Neighborhoods Planning Council, Community Concepts, and hundreds of residents to create a Transformation Plan for the Tree Streets area of the City. The Transformation Plan focuses on three area:

- **Housing-** replace distressed housing in the area with high quality mixed income housing that is responsive to the needs of the surrounding neighborhood
- **People-** improve outcomes of households living in the target housing related to employment and income, health, and children's education
- **Neighborhood-** create the conditions necessary for public and private reinvestment in distressed neighborhoods that result in the kinds of amenities and assets, including safety, good schools and commercial activity that are important to families choices and their community.

Prior to the City applying for the grant the City Council committed to a \$237,500 cash match if the Choice grant was awarded. The match funding could come from CDBG or other municipal resources. In FY 2019 \$118,750 was allocated from CDBG to meet 50% of the match requirement. Over the course of the year \$100,000 of that money was reallocated to fund completion of Jude's Place Park. The FY 2020 CAC recommended budget replaces the reallocated \$100,000 match. The FY 2021 CDBG budget will include an additional \$118,750 allocation of CDBG to complete the City's match requirement. The match will be combined with \$900,000 of the Choice grant to make physical improvements in the Choice Neighborhood area that have been determined by residents as part of the planning process.

Public Improvements/Infrastructure

The CAC recommends an additional \$259,200 in CDBG funds to be used to assist in implementing the housing portion of the Choice Transformation Plans.

The City has applied for a \$500,000 EPA Brownfield Clean Up grant to be used to mitigate lead, asbestos, and PCB's in Bates Mill #5. If the City receives the grant it requires a \$100,000 (20%) local match. The CAC recommends funding the match with CDBG.

Federal Budget Change Strategy

As noted earlier in this memo, the amount of CDBG funds Lewiston will receive in FY 2020 has not yet been determined. HUD recommended recipients develop CDBG funding plans based on the FY 19 allocation. They also recommended that a strategy be put in place if the funding approved by Congress is higher or lower than the FY 2019 allocation.

If Lewiston receives more CDBG funds in FY 2020 than in FY 2019 the CAC recommends using the additional funds to increase funding to the social service agencies already recommended for funding, using the same formula, up to the agencies ask, not to exceed the 15% agency cap. If the amount of additional funds received exceed the cap, the CAC recommends additional funds be allocated to Choice Neighborhood Implementation.

If Lewiston's CDBG allocation is reduced the CAC recommended reducing the funding going to agencies proportional to the size of the reduction. If there is a substantial reduction in the size of Lewiston's CDBG allocation the CAC will need to reconvene to discuss how to reallocate funds.

Other HUD Required Determinations

In addition to approving the CDBG budget, HUD is seeking more detailed explanations of how program income (loan repayments), HOME, and other federal dollars will be used to be articulated in the Action Plan that is submitted to HUD with the CDBG budget. Drafts of the CDBG and HOME Action Plans are available on the City's ECD department's web page. A public notice announcing availability of the plan and a 30 day public comment period was published in the Sun Journal on March 22nd. The public comment period will end on April 22nd.

HOME Budget

HUD regulations allow 10% of a HOME allocation for Administration. Auburn as the lead entity in the Consortium receives 4% of that cap for administration. Lewiston and Auburn equally split the remaining 6% of the total allocation for administration to pay a portion of HOME involved staff salaries and benefits on each side of the river.

HOME funding can only be used to support home ownership assistance, owner occupied housing rehabilitation, tenant based rental assistance, or the creation of new housing for low income households. Lewiston has four long established HOME funded programs:

- Homebuyer Assistance that assist income qualified buyers save for the down payment with a 5:1 city match to private dollars capped at \$5,000 from the city, as well as closing cost assistance,
- Homeowner Rehabilitation Loans of up to \$40,000 for non-emergency repairs, such as HVAC system updates, energy improvements, roof replacement etc.
- Security Deposit Assistance Loans for homeless or at risk of homelessness households
- Support for development of new affordable housing, such as the Lofts at Bates Mill, Hartley Block, Healey Terrace and other similar projects.

Staff created a new program named *Staying at Home* that is modeled after a pilot program implemented in Auburn in FY 2018. The intent of the program is to provide up to two years of rental assistance to families with school age children who are homeless or at risk of being homeless in order to keep the children in the same school and a stable home environment.

Recommended Budget

Attached is the CAC recommended HOME budget. It only shows the Lewiston portion of the HOME allocation. Lewiston is projected to receive \$264,243 in new allocation. The HOME program receives loan repayments from the Homebuyer, Homeowner Rehabilitation, and Security Deposit Programs. Income generated from these programs, or unspent from year to year, does not need to remain in the same program, but rather, can be reallocated annually to programs based on need.

The recommended HOME budget allocates \$25,000 to the Homebuyer program which will support 3 homebuyer with down payment and closing costs of an estimated \$8,000 per buyer. The Homeowner Rehabilitation Program is recommended for \$24,084 in funding to assist 2 homeowners repair their homes at an average cost of \$15,000 per unit. CDBG revolving loan funds have a lower regulatory burden and will also be used to fund homeowner improvements.

The Security Deposit Program is recommended for \$17,000 in funding which will provide 19 security deposits of \$900 each.

The recommended budget includes \$340,000 for a new affordable housing project similar to The Hartley Block, or The Lofts at Bates Mill. These funds help cover gaps in financing and make projects economically viable.

Lewiston's *Staying at Home* project is recommended for \$75,000 in funding. It is expected 5 families will be assisted with security deposit, utility hook ups, and average monthly rental assistance of \$900.

If the HOME allocation received is more or less than the amount projected the amount going to the *Staying at Home* program will be increased or decreased by the difference.

Revolving Loan Funds

Many years ago Lewiston used CDBG funds to initially capitalize two Revolving Loan Funds (RLF); one for the city's residential loan programs and another for the commercial programs. The RLF's were intended to be self-perpetuating, with loan repayments being used to recapitalize the loan programs. The RLF programs have worked pretty well; but because of the need to meet the CDBG 1.5X spend down requirement in 2018, the balance of the RLF is significantly smaller than in recent years, limiting our ability to fund loans and grants. The approximate balance of the RLF is \$327,000. The City expects to receive approximately \$120,000 in program income over the course of the year. These funds will be used to support economic growth, job creation and improve housing.

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.

I look forward to our discussion at the March 28th Workshop.

The council is scheduled to take final action on the CDBG and HOME budgets and the CDBG Action Plan at the May 7th council meeting.

City of Lewiston

DRAFT Annual Action Plan and Funding Priorities for CDBG

July 1, 2019-June 30, 2020

Executive Summary

This Annual Action Plan describes the annual goals and objectives, activities and a funding recommendation for FFY 2019 starting on July 1, 2019 through June 30, 2020. The goals and objectives listed here were identified as community priorities in the in the City's 2015-2019 Consolidated Plan.

The City has been an entitlement grantee from the U. S. Department of Housing and Urban Development since 1974 when the CDBG program began. Each year the City receives an allocation of funding to support the goals and objectives identified in the five year Consolidated Plan. This year's allocation is \$887,262, a reduction of \$6,272 from the prior year. This Action Plan reflects this year's allocation.

In addition to the CDBG allocation, the City receives program income from loans made to property owners to support jobs, economic growth, and improve housing. Funds are distributed as loans to qualified property owners. The balance will be \$447,000 on June 30, 2019. This balance is comprised of \$327,000 in the fund itself plus \$120,000 in program income received during the year. Total resources available to the City to accomplish its goals and objectives for this year is \$1,334,262. The RLF can only be used for loans made to property owners to improve commercial and residential properties and must meet one of the three national objectives: 1) Benefit low-moderate income persons; 2) Eliminate slums and blight; or 3) Fulfill an urgent need when no other resources are available.

The Public Process – Citizens Advisory Committee

The City encourages citizen participation from Lewiston residents in developing the 5-Year Consolidated Plan, annual action plans and performance reports. The City especially encourages participation by residents of Census Tracts 201, 202, 203 and 204, the CDBG Target Area that is defined as a low and moderate income area; as well as participation from all citizens that may be homeless, persons with disabilities, immigrants and refugees, public housing authorities, and organizations representing these groups.

To ensure that all constituents are provided with an opportunity to be included in this important planning and implementation process, the City appoints and convenes a Citizens Advisory Committee (CAC) to assist in developing the specific goals and objectives of the Consolidated Plan, the Assessment of Fair Housing, and the annual Action Plan. Committee members are appointed by the Mayor to two year terms coinciding with the calendar year. This seven-person Committee includes one Lewiston City Councilor, one representative from the homeless

community, a person representing the immigrant/refugee community, at least two citizens from the City's CDBG Target Area, with the remainder from the community at large.

In December, applications and requests for funding are received from organizations wanting to apply for CDBG funding in an open application process. Organizations must submit its request by December 31st. During the public process, the CAC members read, review, interview and score all applications for funding received from qualified applicants. This year the public process began on February 12, 2019. They met every week for 5 weeks and made their funding recommendations to the Council.

Public Hearings:

The first public hearing of the CDBG and HOME budget and Action Plan was held on March 28, 2019. Six citizens, City staff and the City Councilors attended the hearing. Lincoln Jeffers, Director of Economic and Community Development Department presented the budget and activities that were recommended for funding during FFY 19 ending June 30, 2020. HUD recommended that the City develop its budget on receiving the same amount of funding this year as the prior year; and adopt a contingency funding plan to adjust the budget once HUD published the amount that the City would actually receive during FFY 19.

Lincoln explained that this year, the CDBG funding allocation would be used to meet funding obligations imposed by funding match requirement for Lead, Choice and Brownfield grants; two department positions from other city departments (Social Services and Code Enforcement); and a planning grant for a consultant to write the HUD required plan "Analysis for Impediments for Fair Housing Choice," which will be incorporated into the new Consolidated Plan. This left very little funding for public service agencies this year. After significant discussion the CAC recommended funding fewer agencies, but at a higher level. The funding formula (Funding requested X (score/100) X .7) on the highest scoring agency; and the other agencies (Funding requested X (score/100) x .6) until the funding available to allocate was gone. The recommended contingency plan was to increase or decrease the amount of funding going to the six agencies recommended for funding based on the amount of funding received. The City was notified in April 2019 that its allocation was reduced from \$893,534 to \$887,262. This resulted in a 9.57% funding reduction to each public service agency recommended for funding this year.

On March 28, 2019, during the public hearing portion of the budget and activity discussion, Betsy Sawyer-Manter, Executive Director of SeniorsPlus addressed the City Council and stated that their agency provides services to seniors and other disabled adults and that the largest percentage of persons served live in Lewiston. She expressed concern that this was the first time in a very long time that SeniorsPlus would not be able to count on Lewiston for its required match. Discussion regarding this request included a recognition that SeniorsPlus was an excellent agency that did great work. Councilor Lysen, asked the City Administrator and the Finance Director if there were other City Funds that might be used to meet the match. Councilor Marcotte suggested that the contingency funding plan might be revised to fund more agencies rather than provide additional funding to the top six scoring agencies if there was a large enough funding increase.

Chris Aceto, a Lewiston multi-family property owner, requested the City Council add funding into the lead grant match budget. The proposed budget identified \$75,000 from the Revolving Loan Fund (RLF) to be utilized for LEAD activities to assist property owners in providing the requisite match to make properties lead safe. Many properties in the downtown have severe lead hazards. Aceto requested that the budget include additional funding to address this issue.

The public comment period began on March 23, 2019 through April 22, 2019, with a public hearing at a City Council Workshop on March 28, 2019. There were no other public comments received during this hearing period. On May 7, 2019, at a regular City Council meeting the final budget will be submitted to the Council for approval.

Goals and Objectives with Funding Recommendations

This is the fifth and final year on the City’s 2015-2019 Consolidated Plan. The total funding available this year in the CDBG budget is \$1,334,262. This budget is comprised of the City’s expected CDBG allocation of \$887,262 and \$447,000 in the Revolving Loan Fund (RLF). The RLF can only be used for loans to improvement properties that will benefit low-moderate income persons. The table below lists the goals and strategies, the program/project that is recommended to receive the funding, the amount recommended by the CAC and the source of funding from the CDBG budget.

Goal 1: Support people in their efforts to transition out of poverty			
Strategies:			
<ul style="list-style-type: none"> • Focus on helping young people growing up in poverty to get the personal and educational skills needed to live a healthy and productive adult life. • Support low-income adults to be better parents and workers through education and skill development, including work readiness and job training programs. • Support services that meet people’s basic needs. • Provide education to tenants and landlord to increase fair housing knowledge and choice 			
Organization	Program/Project Name	CAC Recommended	Source of Funds
The Center for Wisdoms Women	Sophia’s House	\$10,561	Entitlement
Healthy Homeworks	Build a Bed Program	\$11,267	Entitlement
Trinity Jubilee Center	Day Shelter and Resource Center	\$14,161	Entitlement
Promise Early Education Center	Early Education Extended Care Program	\$7,243	Entitlement
Lewiston Adult Education	Work Readiness	\$11,877	Entitlement
A-L Fair Housing Coalition (City program)	Fair Housing Choice – Owner & renter workshops	\$1,802	Entitlement
SUB Total for Goal 1		\$56,911	

Goal 2: Prevent Homelessness			
Strategies:			
<ul style="list-style-type: none"> • Support case management services to help homeless people get the appropriate help to reconnect to the job and housing markets • Support the “housing first” approach that focuses on getting people back in regular housing as a first step towards helping them re-integrated into the community. 			
Organization	Program/Project Name	CAC Recommended	Source of Funds
Social Services Department	Case Management	\$51,654	Entitlement
Tedford Housing	Lewiston Supportive Services	\$4,151	Entitlement
SUB Total for Goal 2		\$55,805	
Goal 3: Improve the safety and efficiency of the housing stock.			
Strategies:			
<ul style="list-style-type: none"> • Provide grants and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate income households, including energy efficiency, weatherization and emergency repair for buildings. • Fund a dedicated code enforcement position to support improvements to the housing stock. • Continue to demolish derelict and abandoned buildings that cannot be salvaged. 			
Organization	Program/Project Name	CAC Recommended	Source of Funds
City of Lewiston	Code Enforcement Officer	\$73,690	Entitlement
City of Lewiston – Match Requirement	Choice Neighborhood Implementation - Prior Year approved: \$18,750	\$100,000	Entitlement
City of Lewiston – Match Requirement	L-A Lead Program - Weatherization Program	\$55,000	Entitlement
Community Concepts, Inc	Construction Management for Rehabilitation Projects	\$7,500	Entitlement
City of Lewiston	Rehabilitation Administration for Housing Rehabilitation	\$40,389	Entitlement
City of Lewiston	Provide loans to low-income homeowners in Single Family or Owner Occupied Housing 1-4 unit properties – City-wide	\$122,000	RLF
SUB Total for Goal 3		\$398,579	

Goal 4: Reduce Lead Hazards in Housing			
Strategies:			
<ul style="list-style-type: none"> • Create lead safe housing • Continue to support the Green and Healthy Homes Initiative to create green and healthy homes that are: “dry, clean, ventilated, free from pests and contaminants, well-maintained and safe 			
Organization	Program/Project Name	CAC Recommended	Source of Funds
City of Lewiston – L-A LEAD Program	Provide lead match funding to private owners	\$75,000	RLF
SUB Total for Goal 4		\$75,000	
Goal 6: Increase Neighborhood Pride through Investment in Infrastructure			
Strategies:			
<ul style="list-style-type: none"> • Support projects that achieve identified goals from the City’s Comprehensive Plan, the Riverfront Master Plan, and the Downtown Neighborhood Action Plan. • Fill in the funding gaps to make projects “complete” including sidewalks, streetscaping, fiber, and sewer/water. • Empower neighborhood residents and create a sense of investment by encouraging a “Friends of” organization to support the investment in the long-term if CDBG funds are used to build or improve a park. 			
Organization	Program/Project Name	CAC Recommended	Source of Funds
City of Lewiston - Match	Choice Neighborhood Housing Implementation	\$259,260	Entitlement
City of Lewiston - Match	Brownfields Cleanup Grant	\$60,000	Entitlement
SUB Total for Goal 6		\$319,260	
Goal 7: Promote Jobs and Economic Growth			
Strategies:			
<ul style="list-style-type: none"> • Fund economic development programs for businesses to improve building facades; restore historic buildings; rehabilitate mixed-use buildings to create housing in the upper stories; encourage business growth and development through the micro-enterprise and small business assistance programs 			
Organization	Program/Project Name	CAC Recommended	Source of Funds
City of Lewiston	Provide economic development programs to businesses	\$250,000	RLF
SUB Total for Goal 7		\$250,000	

Administrative Budget	Program/Project Name	CAC Recommendation	Source of Funds
City of Lewiston	Administrative Salaries	\$172,707	Entitlement
City of Lewiston (RFP)	Impediments for Fair housing Choice	\$6,000	Entitlement
	SUB Total for Administration & Planning	\$178,707	
Total Budget		\$1,334,262	

Once approved, the City will send the approved annual Action Plan with its funding priorities to HUD for final approval.

City of Lewiston

DRAFT Annual Action Plan and Funding Priorities for HOME

July 1, 2019-June 30, 2020

Executive Summary

This Annual Action Plan describes the annual goals and objectives and the recommended funding for the City's HOME funding for July 1, 2019 through June 30, 2020. The goals and objectives addressed in this plan were identified as community priorities in the in the City's 2015-2019 Consolidated Plan.

The Cities of Auburn and Lewiston formed the A-L HOME Consortium (ALHC) in July 2002 that enable the Cities to receive HOME Investment Partnership Program (HOME) funding from the U.S. Department of Housing and Urban Development (HUD). Auburn is the lead entity and Lewiston is the member. Every year the ALHC receives an allocation from HUD. The total allocation is \$442,773, which is \$74,688 lower than last year. Lewiston's portion of the allocation is \$210,731 of which \$15,983 will cover staff salaries and administrative costs.

Unused funds carry-over from year to year, this year the City has a carryover balance of \$234,128 which, when added to the current year's allocation of \$210,731, is \$444,859. This is the amount is available to accomplish the goals and objectives for this plan year.

The Public Process – Citizens Advisory Committee

The City encourages citizen participation from Lewiston residents in developing the 5-Year Consolidated Plan, annual action plans and performance reports. The City especially encourages participation by residents of Census Tracts 201, 202, 203 and 204, the CDBG target area that is defined as a low and moderate income area, as well as participation from all citizens that may be homeless, persons with disabilities, immigrants and refugees, public housing authorities, and organizations representing these groups.

To ensure that all constituents are provided with an opportunity to be included in this important planning and implementation process, the City appoints and convenes a Citizens Advisory Committee (CAC) to assist in developing the specific goals and objectives of the Consolidated Plan, the Assessment of Fair Housing, and the annual Action Plan. Committee members are appointed by the Mayor to two year terms coinciding with the calendar year. This seven-person Committee includes one Lewiston City Councilor, one representative from the homeless community, a person representing the immigrant/refugee community, at least two citizens from the City's low/moderate income population in Census Tracts 201-204, with the remainder from the community at large.

In December, applications and requests for funding are received from organizations wanting to apply for CDBG funding in an open application process. Organizations must submit its request by

December 31st. During the public process, the CAC members read, review, interview and score all applications for funding received from qualified applicants. This year the public process began on February 12, 2019. The CAC met every week for 5 weeks and made their funding recommendations to the Council for the meeting on March 28, 2019.

Public Hearings:

The first public hearing of the CDBG and HOME budget and Action Plan was held on March 28, 2019. Six citizens, City staff and the City Councilors attended the hearing. Lincoln Jeffers, Director of Economic and Community Development Department presented the budget and activities that were recommended for funding during FFY 19. HUD recommended that the City base its budget on receiving the same amount of funding this year as the prior year and adopt a contingency funding plan to adjust the budget once HUD published the amount that the City would actually receive during FFY 19. The City has reduced its funding levels for the Homebuyer Assistance Program and the Homeowner Rehabilitation Program. The Contingency funding plan for HOME is to increase or decrease the Staying Home Rental Assistance Program based on the new allocation.

The public comment period began on March 23, 2019 through April 22, 2019, with a public hearing at a City Council Workshop on March 28, 2019. There were no public comments received during this hearing period. On May 7, 2019, at a regular City Council meeting the final budget will be submitted to the Council for approval.

Goals and Objectives with Funding Recommendations

This is the fifth and final year on the City’s 2015-2019 Consolidated Plan. The total funding available this year in the HOME budget is \$444,859. The ALHC was notified in April 2019 that it would receive approximately \$442,773. Lewiston’s portion is \$210,731. The table below lists the goals and strategies, the program/project that is recommended to receive the funding, the amount recommended by the CAC and the source of funding from the HOME budget.

Goal 2: Prevent Homelessness			
Strategies:			
<ul style="list-style-type: none"> As a first step towards helping the homeless or at-risk households re-integrate into the community provide a City-sponsored Security Deposit Program as well as other “housing first” strategies 			
Organization	Program/Project Name	CAC Recommended	Source of Funds
City of Lewiston - LAASH	Security Deposit Program	\$17,000	HOME
City of Lewiston	Success at school w/ rental assistance	\$22,792	HOME
SUB Total for Goal 2		\$39,792	

Goal 3: Improve the safety and efficiency of the housing stock.			
Strategies:			
<ul style="list-style-type: none"> • Provide grants and low-interest loans for the rehabilitation of owner and rental housing that is occupied by low and moderate income households, including energy efficiency, weatherization and emergency repair for buildings. • Support new construction of rental units for low to moderate income households. 			
Organization	Program/Project Name	CAC Recommended	Source of Funds
City of Lewiston	Homeowner Rehabilitation	\$ 24,084	HOME
City of Lewiston	New Rental Housing Production	\$340,000	HOME
SUB Total for Goal 3		\$364,084	
Goal 5: Create more stable and diverse Mixed-Income Neighborhoods			
Strategies:			
<ul style="list-style-type: none"> • Help renters become owners with income qualified down payment and closing cost assistance (1-4 units) and continue to require first-time homeowner and landlord classes. 			
Organization	Program/Project Name	CAC Recommended	Source of Funds
City of Lewiston	Homebuyer Assistance Program	\$25,000	HOME
SUB Total for Goal 5		\$25,000	
Organization	Program/Project Name	CAC Recommended	Source of Funds
City of Lewiston	Administrative Costs	\$15,983	HOME
SUB Total for Administration		\$15,983	
TOTAL BUDGET		\$444,859	

Projected Assistance to Low-Moderate Income Households:

Homebuyer Assistance: The City expects to fund two (2) first time homebuyers at an average of \$12,500/homebuyer. \$5,000 (grant) \$2,000 (deferred loan) and an additional \$5,500 in gap funding (deferred loan) necessary to ensure affordability.

Homeowner Rehabilitation Program: The City expects to fund the rehabilitation of the two (2) new homebuyer units to bring the property up to ALHC property standards. This is an average of \$12,042 per property.

Tenant Based Security Deposit: The City expects to fund an average security deposit of \$900 to 18 individuals/families that are homeless or near homeless. This will enable them to secure permanent housing.

Staying Home Rental Assistance: The City expects to assist 2 families with children in Lewiston schools to provide rental assistance that will keep the children in the same school for up to 2 years. The City will fund an average of \$12,165 per family per year. This average was determined by taking an average rent of \$900 x 12 months = \$10,800; an average deposit of \$900; an average utility deposit of \$250; and an average administrative fee of 2% or \$215/family.

Rental Housing: The City has allocated \$340,000 to create 4 units of affordable new rental housing this year. It is expected that an average subsidy of \$81,250/unit = \$325,000 and \$15,000 is expected to cover the project costs relating to staff time, legal, underwriting etc

The City Council will review the annual Action Plan and budget for approval on May 7, 2019.

LEWISTON CITY COUNCIL
MEETING OF MAY 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 5

SUBJECT:

Final Budget Public Hearing for the Fiscal Year 2020 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:

1	2	3	4	5	6	7	M
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To conduct a Final Budget Public Hearing to receive citizen input and communication regarding the proposed Fiscal Year 2020 Municipal Budget.



EXECUTIVE

Edward A. Barrett, City Administrator
Denis D'Auteuil, Deputy City Administrator

March 15, 2019

Honorable Mayor and Members of the City Council:

The attached budget is submitted in accordance with the applicable provisions of the City Charter. While it presents a complete spending plan for the coming year and could be adopted as presented, it should more appropriately be seen as a starting point for review and deliberation and as a vehicle for the presentation and discussion of numerous issues. What follows highlights significant changes from the current year's budget and addresses some of the on-going fiscal and operational challenges the City faces over the coming year.

BUDGET HIGHLIGHTS

The proposed budget calls for an increase in both City (6.08%) and school (4.22%) expenditures. These increases are partially offset by growth in both City and school non-property tax revenues, with schools seeing a significant increase in state aid and proposing to use \$1,766,686 in fund balance. As a result, proposed spending increases translate into a more moderate tax rate increase of \$.85 (81 cents City, 4 cents county, and no increase for schools), or 2.98% overall.

Next year's capital needs are proposed to be addressed from a variety of sources including bonds and the use of \$2.6 million in fund balance. The following proposal calls for reducing the bond authorization in the adopted FY20 LCIP from the original \$14,385,000 to \$12,920,500, an amount still above our 80% bond authorization limit. Capital needs and our ability to meet them will require careful discussion and priority setting during this year's budget process and are among the largest challenges we will face over the next several years.

On a positive note, none of our utilities will require a rate increase next year.

All of the various budget issues and considerations are discussed in greater detail below.

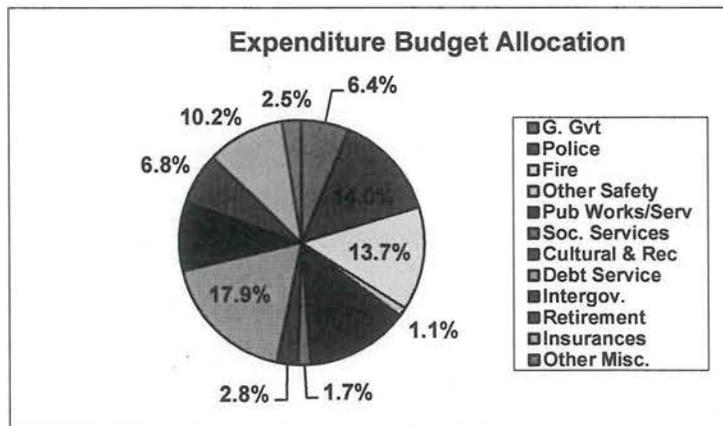
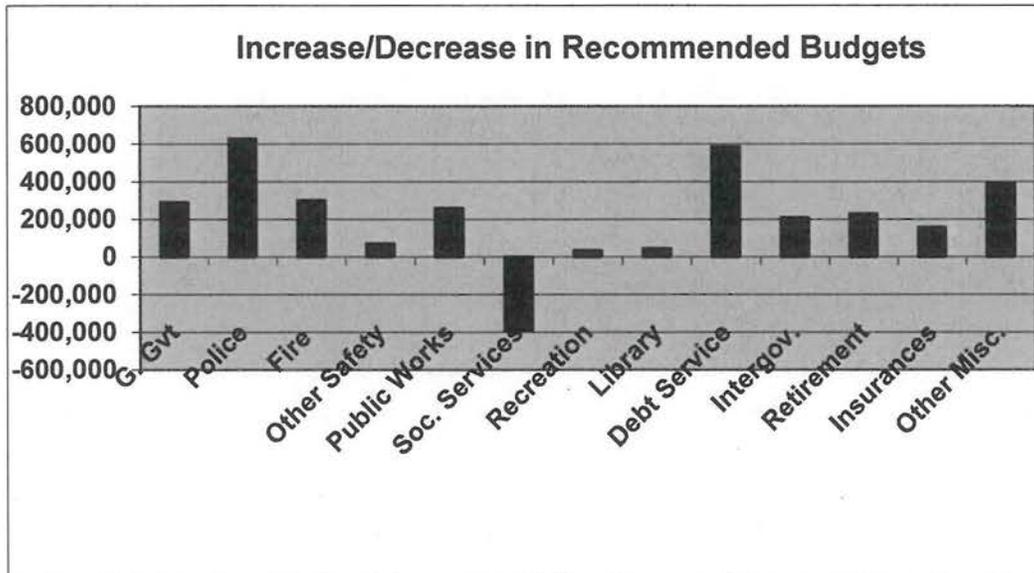
GENERAL FUND EXPENDITURES

On the municipal side, including the county tax, we are proposing a General Fund expenditure budget of \$48,911,204, an increase of \$2,803,202, or 6.08%.

Based on initial budgets submissions, the City's various departments requested an additional \$6,355,690 for FY20. The proposal before you reduces these requests by \$3,552,489. Of this amount, \$2,643,725 relates to items proposed to be funded from fund balance. The remaining \$908,764 are budget reductions. Note, however, that some of the essential items eliminated from the operating budget are proposed to be funded from other sources as described below.

This proposal does not include any personnel reductions, recognizing the significant cuts that were made beginning in Fiscal Year 2011 as the City responded to the recession, the increasing difficulty we face in meeting the service demands and expectations of the community, and the interest the Council has shown over the last several years in restoring some of the earlier personnel cuts. As instructed by Council, two new positions have been included in the proposed budget – an Assistant Fire Chief and a City Planner. The anticipated cost of wages for these positions is \$216,417.

The following two charts show the dollar change in the budgets of the various departments and the percentage of the overall budget allocation that they represent.



Major Budget Factors

Personnel services, including employee fringe benefits, have increased by \$1,965,625 due to negotiated salary adjustments, additional public safety overtime, healthcare costs, and additional workers compensation funding. Personnel services increases alone represent 95.7% of the increase in the proposed city operating budget, excluding the county and debt service. Regular

salaries and overtime rose by a combined \$1,226,824. Please remember that we do have one bargaining unit contract expiring this June 30th with negotiations beginning shortly.

In spite of all bargaining units now converted to the PPO 500 health insurance plan, health related expenses are projected to increase by \$197,000 based on the most recent available information on current year utilization. As mentioned during the FY18 audit presentation, the workers compensation fund has an unfunded liability of \$3.5 million. An additional \$224,791 is provided in this budget to reduce that gap.

Contractual services are up \$367,638 or 7.2%. Major areas of increase include a rise in vehicle rental rates from the Municipal Garage (\$51,991); cleaning of municipal buildings attributed to new service contracts (\$40,825); various repairs to municipal vehicles and equipment (\$57,146) mostly attributed to maintenance and required rust-proofing on the city's municipal garage equipment (\$25,000); additional funding for street line painting related to crosswalk enhancement costs and additional contract work for items such as stop bars and turn arrows (\$49,505); maintenance and licensing costs (\$63,972); and contract waste and ash hauling (\$25,140).

Overall, supplies and materials rose by \$27,611 or 1.2%, primarily due to an anticipated fuel price increase (\$50,923) and employee and department apparel costs (\$28,854), partially offset by reductions in general assistance food and medical reimbursements of \$35,000.

All requested general Fund capital expenditures and other one-time costs have been eliminated from the operating budget or are recommended to be funded through fund balance. The recommended use of \$2,643,725 of fund balance is discussed further below.

Fixed costs rose by \$442,327 or 3%, most of which represents debt service (\$584,841). Our joint agency funding is increasing by \$43,259, with the airport requesting \$191,000 in city funding, or \$19,000 more than the current year's \$172,000; the transit system request is for \$280,301 compared to the current \$256,545¹; and LA 911 is asking for an additional \$503 for a total budget of \$1,134,319. All of these joint agencies will be discussed further during the budget process, and final funding will require coordination with the City of Auburn.

The above increases are tempered by a \$350,000 reduction to general assistance rent reimbursements based on the declining trend we are seeing in the number of GA clients. This proposed budget also includes electricity savings of \$149,000 resulting from the street light LED replacement project that is currently underway.

Debt Service

Next year's General Fund debt service will increase by \$584,841 or 7.2%. We are currently planning to go to market in early summer to sell FY19's bonds in order to secure a competitive interest rate prior to further Federal Reserve interest rate adjustments. As a result, the FY20

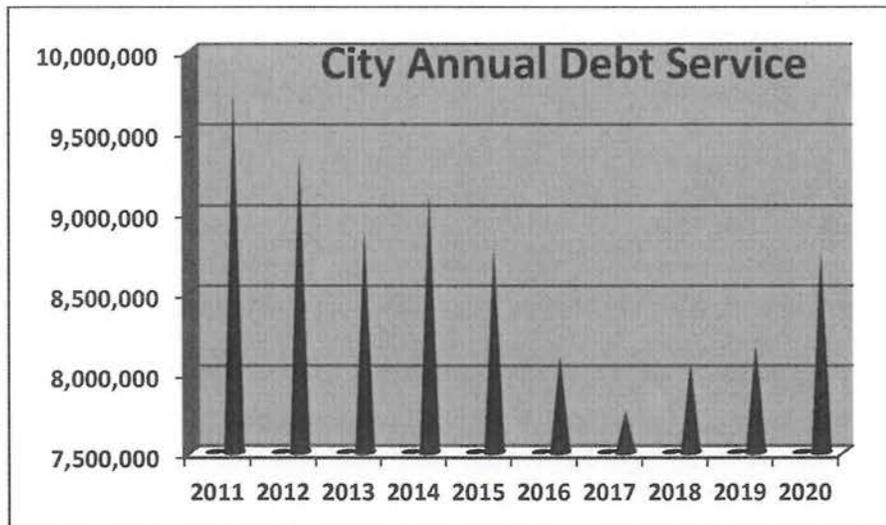
¹ This increase is based on current transit service levels. As you may recall, several years ago the City of Auburn reduced its funding to the Lewiston Auburn Transit Committee, resulting in a decrease in service to Auburn. Auburn administration has requested a proposal from LATC to restore and marginally improve the prior service level. This will increase the transit systems proposed local municipal support by \$169,574 and Lewiston's share by an additional \$53,747. This service expansion is not included in the proposed budget but is one of the above current/additional services requests that will be discussed during the budget process.

operating budget is impacted by both the bond sale described above and the bonds sold in May of 2018.

In spite of this large increase, debt service remains about \$1.4 million below its FY10 peak of \$10.2 million. Since that peak, when debt service represented 23.3% of the city-side budget, the, the percentage of our budget devoted to debt service has declined, with FY20's at 17.9%.

The City is continuing to maintain the rapid debt amortization goal we have pursued for some time; however, with rising interest rates and larger projects slated for the future, we may need to increase the average life of outstanding debt to keep budgetary impacts manageable.

The chart below shows the City's annual debt service costs for the period from FY11 through FY20. The reduction over this period has resulted from a combination of factors including the Council's adoption of an aggressive bond authorization limit, refinancing outstanding debt at lower rates, early pay off of the Colisee debt, and the recent favorable interest rate environment. At the same time that total debt service payments have declined, we have also worked to reduce the length of bond amortization from the prior average of 15 years to closer to 7.5 years, reducing overall interest costs. This multi-pronged approach has reduced the general fund's outstanding interest over this same time by \$14,553,562. We should take pride in this accomplishment, reflecting as it does the commitment on the part of both the Council and management to address the debt service burden.

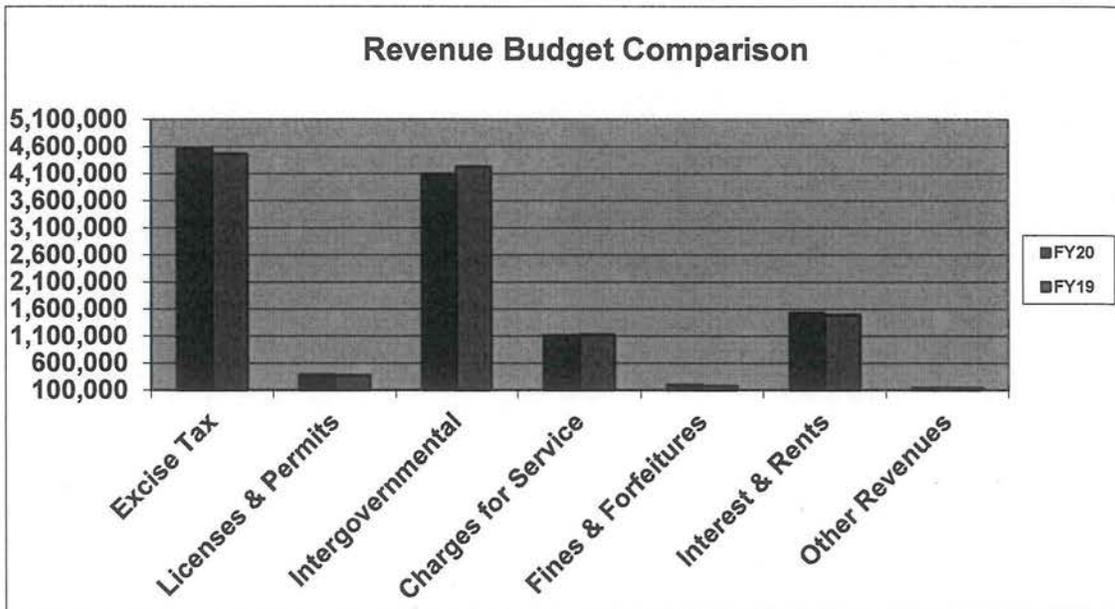


CITY REVENUES

FY20's revenues are anticipated to rise slightly by \$25,798 or .21%. At \$12,040,715, next year's revenues remain more than 12.9% lower than they were in FY08. This is largely the result of dramatic reductions in state revenue sharing. By statute, the state should distribute 5% of sales and income taxes to its cities and towns. It currently provides 2%. This represents a \$4.0 million annual loss. If the State were to fund the additional revenue sharing proposed in the Governor's budget, which increases the current 2% to 2.5%, the \$728,404 in additional revenue would reduce the proposed increase in the city-side tax rate from 81 cents to 45 cents, reducing the total city-school-county tax rate increase to 49 cents, or 1.7%.

Auto excise tax continues to outpace expectations, and we anticipate a \$110,000 increase next year. We are currently projecting state revenue sharing to increase by \$150,000, but await updated projections from Maine State Revenue Services. General Assistance reimbursement decreases by \$268,139. This represents the State's 70% cost-share of next year's projected \$383,055 cost decrease. Other revenues projected to increase include municipal parking garage revenue (\$57,150), parking violations (\$8,670), and investment income (\$35,000). Anticipated declines in revenue include Airpark tax-sharing revenue resulting from a decrease in value (\$21,697), apartment building trash collection fees (\$29,190), and rental income derived from the Violations Bureau (\$54,952).

The graph below depicts the fluctuation in revenue sources between FY19 and FY20.



SCHOOL DEPARTMENT

The following is based on the budget information furnished by Lewiston Public Schools on March 4th.

The School Department anticipates an additional \$1.27 million in revenues due to increasing state general purpose aid and reimbursements for expenses associated with the new elementary school. In addition, the department plans to carryforward \$1,766,686 from fund balance, an increase from the current year's \$202,000.

The proposed FY20 School Department budget calls for a \$3,499,989 or 4.22% increase in expenditures. The major cost drivers are wages and benefits, increased enrollment, and special education.

Under the essential programs and services (EPS) education funding model, the state determines the amount each school unit must spend to meet minimum educational requirements. Once a district knows the amount it will receive in state aid, it is required to raise the remaining amount

to reach full EPS funding. The amount of property taxes that must be raised to reach the EPS funding level is referred to as the "required local share."

For a number of years following the recession, the state relaxed this requirement, allowing districts to raise less than the required local share. Lewiston Schools did this. When the local share requirement was phased back in, the City was required to provide additional property tax support for schools in order to avoid steep losses in state aid. We reached the full required local share in FY19 and have maintained funding at the required minimum since then.

The School Committee is recommending a budget that would result in maintaining the current school tax rate of \$10.68. It should be noted, however, that this is about 19 cents higher than the tax rate required to raise the minimum local share. The City Council is scheduled to meet with the School Committee on their budget submission on March 25th at 6:45 pm at Lewiston High School.

Greater detail can be found in the complete school department budget provided separately.

NEW PROGRAM REQUESTS

As is our practice, departments wishing to fund new programs have submitted separate requests for things like new, restored, or expanded services, new personnel, or non-replacement equipment. Rather than including these requests in the base budget, this approach highlights them and ensures that they are separately reviewed.

New program requests for the General Fund total \$1,185,109. None of these requests are currently included in the proposed budget, although several of them should receive careful consideration by the Council.

Notable requests include: additional personnel in City Clerk (\$48,224), Finance (\$66,196), Police (\$155,277 – two police officers and a partial SRO), a fire inspector suggested as part of the rental registration discussions (\$60,529), Public Works highway worker (\$53,915), a fleet equipment service person (\$53,154), two equipment mechanics (\$134,698), a library technician (\$31,129), a recreation programmer (\$71,236), a programming aide (\$17,958), and additional temporary wages for the aquatics program (\$18,424). Non-personnel requests include tablet functionality in two departments to allow for remote data entry (\$22,960); aerial photography scanning (\$13,000); an employee appreciation event (\$3,000); contract plowing (\$108,000); contract parking management (\$173,566); a fire vehicle (\$41,476); and providing in-house transportation for the code enforcement department (\$61,620).

Most of the positions requested reflect reinstatements of those eliminated at some point in the past. Contracted snowplowing provides additional capacity for winter operations given the number of vacancies on the "B" team. Contracting parking management is an element of the city-wide parking study that will be presented in early April. Code inspectors are requesting three vehicles to share within the department to reduce maintenance and wear-and-tear on their personal vehicles.

A complete listing of new programs is attached and department directors will be asked to address each of them during the presentation of their budgets.

CAPITAL

Departmental capital and other one-time repair requests totaled \$2,643,725, down from the last year's amount of \$4.6 million. All \$3,016,735 in requested capital items were either removed from the operating budget (\$373,010) or and recommended for funding through fund balance (\$2,643,725), or deferred.

Use of Fund Balance

City policy wisely limits use of fund balance to capital items and one-time expenditures, not for operating expenses. The policy calls for fund balance to be maintained at no less than 8% and no more than 12% of General Fund revenues and transfers in. As of June 30, 2018, the City's unassigned fund balance was at 12.94%.

We are proposing to use \$2,643,725 in fund balance to address certain capital and one-time needs initially requested within the General Fund operating budget. This would reduce the unassigned fund balance to 10.86%. Further, an additional \$200,000 of proposed LCIP projects are recommended to be supported by fund balance, further reducing the unassigned fund balance to 10.71%.

Among the municipal projects to be funded from fund balance are: information technology equipment and software (\$86,350); building improvements at City Hall (\$40,567); improving the former Violations Bureau to allow for police occupancy (\$134,385); parking garage improvements (\$49,000); 5 police vehicles (\$143,000); office and public safety equipment for the fire department (\$29,498); Central Fire Station improvements (\$45,000); transit bus replacement (\$50,000); sidewalk improvements (\$21,800); archiving of property records (\$25,000); street lighting asset management software (\$12,000); an initial inventory of LED bulbs for light replacement (\$21,000); regulatory compliance and improvements at the solid waste facility (\$414,000); various Municipal Garage vehicles and equipment outlined in the LCIP (\$1,334,700); replacing the carpet on the first floor of the library (\$86,000); library security upgrades and energy improvements (\$41,355), and numerous small building and property improvements.

As a reminder, the School Department is proposing to use \$1,766,686 in school fund balance toward next year's operating expenses. Overall, therefore, the FY20 proposed budget calls for using \$4,610,410 of the combined City/School fund balance for capital, one-time, and school operating purposes. The Council should recognize that there is no guarantee that such a large amount will be available in future years.

LCIP

The 2020 LCIP proposes borrowing \$8,162,500 for city projects, \$3,622,500 for joint agency projects, and \$2,600,000 for school projects for a total of \$14,385,000, an amount which exceeds the 80% bond authorization limit by \$7,298,956. We are initially proposing that \$12,920,500 of these projects be authorized, an amount that will still exceed the 80% limit by \$5,834,456. As noted, I anticipate that the LCIP will be a significant item of discussion during the budget process in concert with the recommendations outlined above proposing to fund certain operating capital budget items from fund balance.

A complete listing of all capital requests and their funding status is included elsewhere in this document.

TAX LEVY LIMITATIONS (L.D. 1)

Under the state's tax levy limitation law (L.D. 1), the City can increase its property tax levy by two factors: the ten year statewide annual average growth in real personal income and the growth in our property tax base due to new value. The state has set the income growth factor for next year at 2.77%, a slight increase from the current year's 2.61%. The property growth factor, based on the new property added to our tax rolls for FY19 (the prior tax year is used for this purpose), is estimated at 1.44% compared to this year's 1.8%. In total, therefore, the City's property tax levy could increase under L.D. 1 by 4.21%. The proposed budget exceeds this limit.

However, the City has operated below the L.D. 1 limit in prior years, and the formula allows future levy increases to be netted against prior levies that have been under the limit. Taking all of this into consideration, the L.D. 1 levy limit for FY20 is \$48,109,287. The proposed levy of \$33,989,472 (city only) is \$14,119,815, or roughly 29% below the L.D. 1 limit.

GROSS DOMESTIC PRODUCT IMPLICIT PRICE DEFLATOR (GDP-IPD)

Section 6.06 (f) of the City Charter requires that the increase in the General Fund's expenditure budget not exceed the percentage increase in the Gross National Product Implicit Price Deflator (GNP-IPD)² for the 12-month period ending September 2018. The percent increase in the GNP-IPD for this period is 2.20%, an amount above last year's 1.25%. The expenditure increase in the overall proposed City budget (City & School) is 4.88%, or 2.68 percentage points above the GNP-IPD limit. If the budget exceeds the 2.20% limit, a super majority vote of five members of the City Council will be required to adopt the budget. To reduce the budget to stay within the limit would require expenditure reductions of about \$3.46 million.

COUNTY TAX

The City's share of the Androscoggin County budget will increase \$164,459, or 6.05%, to \$2,881,017.

ASSESSED VALUE

Based on preliminary estimates, Assessing anticipates that our value for the coming year will increase by a net \$61.7 million or 3.2%. This is a significant uptick compared to the recent trend we have seen of slow to no assessed value growth. Assessing is continuing its work, and this value estimate is tentative and subject to change over the next few months.

TAX RATE

² The GDP price deflator is an economic metric that accounts for inflation by converting domestic output measured at current prices into constant-dollar GDP. Unlike the Consumer Price Index, the GDP-IPD is not based on a fixed basket of goods to be measured, allowing it to recognize changes in consumption patterns or the introduction of new goods and services.

The proposed budget results in an estimated tax rate of \$29.52, an increase of \$.85 or approximately 3.0% from the current year. The City tax rate increases by 81 cents, the county rate by 4 cents, and the school has no increase.

Under our current assessing practices, we anticipate that our assessment ratio will remain at 88% for the current year, producing a homestead exemption of \$17,600. With the proposed tax rate increase, an owner occupied home valued at \$75,000 would see a \$49 annual property tax increase; a \$150,000 home would see \$113 more; and a \$250,000 home would see a \$198 higher bill.

ENTERPRISE FUNDS

The City operates three enterprise funds – Water, Sewer, and Storm Water. The following summarizes each fund’s projected revenues, expenditures, net operating results, and cash balances expected as of June 30, 2019.

All three of our utilities are projected to end the current fiscal year with a cash surplus. However, the water fund is projecting a current year deficit of \$487,296 and a FY20 loss of \$551,739³. Given the projected positive cash balance of \$741,432 at the end of FY19, the utility will be able to operate next year with no rate increase.

The Sewer utility is anticipated to have a deficit cash flow of \$139,191 for the current year, leaving it with an ending cash balance of \$962,787. This balance is sufficient to fund the projected operating deficit of \$363,210 for next year. As a result, we are not recommending a sewer rate increase.

Storm Water is estimated to have a slight deficit of \$15,296 for this year and a projected ending cash balance of \$1,025,039, an amount adequate to fund an \$187,506 projected FY20 operating deficit, thus avoiding a rate increase in FY20.

**OPERATING SUMMARY
ENTERPRISE FUNDS**

Fund	Revenues	Expenditures	Net	Projected FY20 Ending Cash
Water	\$5,281,173	\$5,832,912	(\$551,739)	\$189,693
Sewer	6,498,467	6,861,677	(363,210)	599,577
Storm Water	2,910,000	3,097,506	(187,506)	837,533

Water Utility

The last water rate increase, of 20%, was adopted in May 2013. Although managing to avoid a rate increase this year, an increase is almost guaranteed in FY21. The Council should debate the merits of deferring a rate increase for one year with a necessarily larger required rate adjustment in FY21 vs. implementing two smaller rate increases for FY20 and FY21. Please also

³ Note that the projected water fund operating deficit is slightly more than 10% of annual revenues. Given the declining cash position of the utility, a rate increase will likely be required in FY21.

keep in mind that water utilities, unlike sewer and storm water, are regulated by the Maine Public Utilities Commission, which requires a more complicated process to implement rate increases.

We estimate the Water utility will operate at a \$551,739 cash deficit in the coming year. Revenues are projected to decrease by \$100,000 to \$5.28 million. Expenditures are up by \$114,785 or 2.0%.

Utility payroll and benefits are up by \$28,147 (2%) due to current labor contracts and a projected increase in the City's healthcare cost. Operating expenses shrunk by \$11,755 or .9%. Capital expenses are proposed to decrease by \$15,000 (2.7%). Debt service requirements increase by \$113,393 or 4.8%.

Water has three proposed LCIP projects recommended for bond funding: distribution water main replacement/rehabilitation in the amount of \$2 million; water software modeling and the master plan update for \$200,000; and a \$1.2 million allocation for a Lake Auburn alum treatment. Based on more recent information, it appears that the extent and cost of the proposed alum treatment can be reduced to an estimated \$750,000, to be split equally between Lewiston Water and the Auburn Water District.

Sewer Utility

The last sewer rate increase was 16% in FY18. Similar to water, revenues are projected to decrease by 2.1% or \$137,584.

We anticipate that the sewer utility will operate at a \$962,787 cash surplus at the end of the current year and \$599,577 at the end of FY20. Expenditures are projected to increase by \$114,228 (1.9%). Payroll and benefits are up \$1,903 (.2%). Debt service is up \$240,844 or 14.7%; and capital outlay is down \$105,600 (53.7%). Operating expenses are down by \$25,145 (4%); Lewiston will cover 62.9% of the total cost of operating our joint wastewater treatment plant, a decrease of about 5 percentage points over the current year⁴. As a result, the City's contribution will increase only slightly by \$2,226 or .8%.

The LCIP includes a number of sewer bond projects including: rehabilitation of old sewer mains (\$1,100,000); inspection and rehabilitation of our collection system (\$480,000); and pump station replacement (\$200,000).

Storm Water Utility

The storm water fee was increased in fiscal year 2018 by 15%. The utility shows an estimated operating loss of \$15,296 in 2019, and \$187,506 in FY20.

Utility revenues are estimated to remain flat. Expenses will increase by about \$188,129 or 6.5%. The \$13,456 reduction in payroll and benefits will temper an increase in debt service of \$150,196 or 10.3%. Capital outlay rose by \$31,150 or 16.4%, and operating expenses climbed by \$20,239 (4.5%).

⁴ The costs of the treatment plant are allocated between Lewiston and Auburn based on percentage of flow and the strength of the wastes generated in each community.

LCIP bond projects include Hart Brook water quality restoration (\$350,000) as well as storm drain inspections (\$370,000) and upgrades to the Jepson Brook Channel (\$800,000).

FUTURE CONSIDERATIONS

We will need to carefully monitor the status of the Governor's proposed budget given the request to increase municipal revenue sharing from the current 2% of state sales and income tax revenue to 2.5%. While a positive proposal, it is still far less than the statutorily required 5%, it would increase our non-tax revenues by more than \$725,000 and significantly reduce the size of the proposed property tax rate increase. We should also closely monitor proposals that might affect state aid to education or impose additional cost requirements on our school department.

We should also recognize that we are currently experiencing one of the longest periods of national economic growth in recent decades. This period of growth has substantially reduced our unemployment rate and the number of General Assistance clients we serve. At the same time, it is unlikely that such growth will continue indefinitely. While most economists do not anticipate a recession in the coming year, they are projecting that growth will slow. We must always keep in mind that the national and local economy have significant impacts on the City's fiscal situation and be cognizant of the potential for slower growth or eventual recession.

CONCLUSION

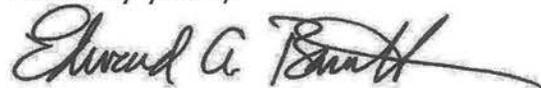
The annual budget is the primary policy document produced by the City each year. Our attention during the review process must, therefore, focus on issues of significant concern that are directly affected by raising and allocating resources.

We stand ready to prepare information on any alternatives the Council would like to explore as well as any other suggestions that may arise as the budget process moves forward.

I would like to express my thanks and appreciation to the City's Department Heads and the large number of City employees who have participated in developing this proposed budget. In particular, Finance Director Heather Hunter and her staff have been instrumental in performing the detailed work necessary to produce a complete and accurate document.

I look forward to the coming Council review process and to working with you to adopt a FY20 budget which meets the needs of our community. As always, your staff and I stand prepared to assist you in this effort.

Sincerely yours,



Edward A. Barrett
City Administrator

**Estimated General Fund
Municipal Property Tax Rate Calculation
2019 and 2020**

	FY 2019	FY 2020	\$ Change	% Change
City Expenses				
Operating Expenses	35,227,966	37,281,868	2,053,902	5.83%
County	2,716,558	2,881,017	164,459	6.05%
Debt Service	8,163,478	8,748,319	584,841	7.16%
Total City Expenses	46,108,002	48,911,204	2,803,202	6.08%
School Expenses				
Operating Expenses	74,636,495	78,212,144	3,575,649	4.79%
Debt Service	8,346,601	8,270,941	(75,660)	-0.91%
Total School Expenses	82,983,096	86,483,085	3,499,989	4.22%
Total Expenses	129,091,098	135,394,289	6,303,191	4.88%
Less: Non- Tax Revenues				
City	12,014,917	12,040,715	25,798	0.21%
Use of Fund Balance			-	
School	62,289,468	63,561,664	1,272,196	2.04%
Use of Fund Balance	202,000	1,766,686	1,564,686	
Total Non-Tax Revenues	74,506,385	77,369,065	2,862,680	3.84%
Proposed Tax Levy				
City	31,376,527	33,989,472	2,612,945	8.33%
School	20,491,628	21,154,735	663,107	3.24%
County	2,716,558	2,881,017	164,459	6.05%
Overlay	420,000	420,000	-	0.00%
Total Tax Levy	55,004,713	58,445,224	3,440,511	6.25%
Total Assessed Value (000's)	1,918,343	1,980,003	61,660	3.21%
Proposed Tax Rate				
City (Including Overlay)	16.57	17.38	0.81	4.91%
School	10.68	10.68	0.00	0.00%
County	1.42	1.46	0.04	2.75%
Total Tax Rate	28.67	29.52	0.85	2.98%
	28.67	29.52		
Total	1,879,055,350	1,911,756,560		
TIF Valuation Needed	75,825,619	74,622,854		
	<u>1,803,229,731</u>	<u>1,837,133,706</u>		
Homestead	53,521,230	65,760,569		
BETE Reimbursement	61,592,264	77,108,906		
	<u>1,918,343,225</u>	<u>1,980,003,181</u>		



City of Lewiston Maine
City Council Resolve
May 7, 2019

RESOLVE, Approving the Final Adjustments to the Fiscal Year 2020 Municipal Budget

Whereas, in accordance with the Charter, the City Administrator presented his proposed Fiscal Year 2020 budget to the City Council on March 19, 2019; and

Whereas, since then, the City Council has met on numerous occasions to review the various departmental budgets and to discuss changes to the Administrator's proposal; and

Whereas, throughout this process, the City Council has shown support for certain changes and adjustments affecting both the general fund and utility funds expenditure budgets; and

Whereas, the overall goals of this effort were to maintain essential public services while reducing the impact of the budget on the taxpayers of the City of Lewiston; and

Whereas, the following summary represents the results of this effort;

Now, therefore, be It Resolved by the City Council of the City of Lewiston that the following Final Budget Adjustments Summary for Fiscal Year 2020, is hereby approved:

Adj. #	Org.	Object	Account	Amount
Revenues:				
1	4151	335200	State Revenue Sharing	70,000
2	4155	316100	Excise Tax	100,000
3	4192	362300	Rent - Violations Bureau	3,100
4	4155	361100	Investment Earnings	55,000
				228,100
Expenditures:				
5	4221	Fire	Assistant Fire Chief	123,358
6	4241	Code	Planner	93,086
7	4392	422500	Utilities	(12,000)
8	4212	411000	Salaries	(64,438)

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

9	4931	417004	RHS	(20,680)
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24	4338	438500	Construction Materials	500
25	4351	412500	Temp Wages	4,400
26	4381	426101	Outside Services	3,100
27	4381	426500	Repairs to Vehicles	1,000
28	4381	427000	Repairs to Equipment	2,000
29	4519	427500	Repairs to Buildings	500
30	4721	449000	Interest	11,913
31	4921	417100	Health Insurance	5,000
32	4931	416000	Severance	3,000
33	4941	417400	Workers Comp	4,000
34	4991	428800	Misc. Services	1,250
35	4181	428800	Misc. Services	(3,000)
36	4191	427000	Repairs to Equipment	2,380
37	4193	427000	Repairs to Equipment	1,980
38	4194	427000	Repairs to Equipment	1,980
39	4195	427000	Repairs to Equipment	1,980
40	4197	427000	Repairs to Equipment	2,970
41	4351	436000	Small Tools	1,000
42	4222	426500	Repairs to Vehicles	11,500
43	4921	446010	Self-Insurance	3,500
44	4991	428800	Misc. Services	4,000
45	4921	417250	Health Reimb. Arrangement	29,000
46	4141	Clerks	City Clerk's Position	(36,224)
47	4225	Fire	Fire Inspector	(45,397)
48	4213	Patrol	1 Patrol Officer	(39,572)
49	4213	Patrol	1 Patrol Officer	(11,306)
50	4213	Patrol	4th School Resource Officer	(16,959)
51	4155	Finance	Senior Accountant	(8,275)
52	4381	M.G.	Mechanic	(33,674)
53	4241	Code/Pan	Planner	(69,815)
				<hr/>
				(2,093)

Utility Adjustments:

54	6030	663001	Materials & Supplies	4,000
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55	6050	664201	Rental of Equipment	1,500
56	6050	412000	Overtime	2,000
57	6070	Water	Senior Accountant	(8,275)
58	6080	417250	HRA	2,500
				<hr/>
				1,725
59	6210	663001	Materials & Supplies	3,000
60	6250	412000	Overtime	1,000
61	6270	Sewer	Senior Accountant	(8,275)
62	6280	417250	HRA	2,500
63	6280	660406	Training	1,000
				<hr/>
				(775)
64	6410	662101	Cont. Service - Engineering	1,500
65	6420	663001	Materials & Supplies	1,000
66	6450	412500	Temp. Wages	2,000
67	6450	662101	Cont. Service - Engineering	1,500
68	6450	663001	Materials & Supplies	2,500
		Storm		
69	6470	Water	Senior Accountant	(8,275)
				<hr/>
				225

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DISPLAY AD

**CITY OF LEWISTON
FINAL BUDGET PUBLIC HEARING**

Notice is hereby given in accordance with Article VI, Section 6.07(a) of the City Charter of a Public Hearing on the Budget for Fiscal Year 2020.

All citizens are invited to attend and provide the City Council with written and/or oral comments and ask questions concerning the City's entire proposed budget.

**HEARING DATE: Tuesday May 7, 2019
TIME: 7:00pm
LOCATION: City Council Chambers - City Building
PROPOSED BUDGET - FISCAL YEAR 2020**

A copy of the proposed budget may be inspected at the City Clerk's Department in City Hall or at the Lewiston Public Library on Lisbon Street during regular working hours, as well as on the City's website at www.lewistonmaine.gov The City of Lewiston is an EOE.

Kathleen M. Montejo, MMC
City Clerk

Display Ad – Monday, April 29, 2019

TO: Advertising Department 784-3062 fax
FROM: City Clerk's Office 777-4621 fax

Please bill the City Clerk's Office account. Thank you.

LEWISTON CITY COUNCIL

MEETING OF MAY 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 6

SUBJECT:

Budget Recommendations from the Finance Committee regarding the proposed Fiscal Year 2020 Municipal Budget.

INFORMATION:

By City Charter, the Finance Committee annually reviews the proposed municipal budget and sends a recommendation to the City Council regarding it. Their recommendation is attached.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

Per the City Charter, the Finance Committee shall issue their budget recommendations to the City Council.

EARB/cmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To receive and review the recommendation from the Finance Committee regarding the proposed Fiscal Year 2020 Municipal Budget.



City of Lewiston
Finance Committee
Denis Theriault, Chairman

April 30, 2019

The Honorable Kristen Cloutier, Mayor
And Members of the City Council

Dear Mayor and Members of City Council:

The Finance Committee has agreed upon the following recommendation of the 2020 Municipal Budget, to be ratified at the May 6, 2019 meeting:

As required by Lewiston City Charter, the Finance Committee has reviewed the FY20 Lewiston Municipal Budget and provided our recommendations and concerns at this time.

The Finance Committee again takes this opportunity to remind the Council of our previous recommendation regarding the FY20 LCIP, and how it will affect this and future budgets. FY20 requests far exceed what we have seen in past years and the current projected bonding would defeat our pay down mechanism at a time when we are not seeing a strong for-profit business development stream.

We remain concerned with the current bidding system, as it appears to favor the bidder more than it does the city. While there is likely, little that can change, a system which allows the bidders to know in advance how much money can be devoted to an item or service might not provide for the best bid. This comment is not a condemnation of any individual bidder who we have or may work with, but instead an observation of an area that could be exploited. We also recommend that the City carefully review each bid proposal to ensure that we maintain as much flexibility as possible in terms of timeframes and project scope, design and materials to ensure the most bidders possible and more favorable pricing.

The Finance Committee is pleased that the Rental Registration Sub-Committee has developed a program to help our residents to feel safe in their housing with increased code enforcement and Fire Department involvement. Because the Sub-Committee rejected a fee-based system, it is important that the City provide some resources to make sure the program is implemented in a timely manner.

Public safety remains a top priority. The Finance Committee has two City Councilors on our Committee. Councilors Marcotte and Lysen were also both on the Rental Registration Sub-Committee. During discussions at our most recent Finance Committee meeting, it was the stance of members that with respect to new positions in the FY20 budget that it made more sense to fund the requested **Fire Inspector position than the Assistant Fire Chief position**. Timely inspections will require additional staff, especially “boots on the ground.” The new Fire

Inspector position will also cost **\$62,829** less than the assistant fire chief position. We strongly urge the City Council to consider this recommendation.

There needs to be a very detailed assessment of the current Deputy Fire Chief position before consideration of the New Assistant Fire Chief position. The recent document (LFD ASSISTANT CHIEF/BATTALION CHIEF JUSTIFICATION) provided to the Council does not provide an adequate picture of workload distribution within the Fire Department. A number of the listed items are already functional responsibilities of Captains, Lieutenants, and Staff. Clarity of existing positions may be a better direction than adding a position.

Example: A closer look at (RMS) Record Management System which was purchased a year ago with the intent to reduce management time in training reports, maintenance of work orders, inventory, incident reporting, etc. to date is not up and running. Could the simple implementation of the existing, purchased, ready RMS be an answer to not adding an additional administrative position?

Suggestion to reduce load:

Shifting Fire Inspection duties to an elevated Senior Fire Inspector position would release the Current Deputy Chiefs workload at a minimal cost upgrade. There are many alternatives that can be achieved if a **Team environment** exists!

We recommend that any future negotiations with the various unions set more realistic targets equal to what the private citizens see in their daily lives. Finding a metric such as Social Security COLAS and looking to what private employers require their employees to pay as a share of insurance and other benefits seem fair given the struggle our local citizens are undertaking as they are forced to contribute to the community treasury.

Lastly, our recommendations are developed knowing that decisions by the state on revenue sharing increases may also come after our budget is finalized. We should carefully evaluate any potential additional revenues, dedicating a significant portion of those revenues to reducing the property tax rate.

For example, the schools have indicated some uncertainty in portions of their funding; and by rule, any budget they produce cannot be changed later should they need additional funding from the taxpayers (it can be decreased but not increased) thus it is likely we would see a “worst-case scenario” budget. Should that occur, we strongly urge the City Council and the School Committee understand those portions of the budget. Should the local match end up being less than the average in the budget, the overages should not be spent on other items or needs not included in the original budget but instead, returned directly to the taxpayer by decreasing property taxes.

Thank you for your consideration of the Lewiston Finance Committee’s recommendations for the FY20 budget.

Denis Theriault, Chairman
Finance Committee

LEWISTON CITY COUNCIL

MEETING OF MAY 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 7

SUBJECT:

Resolve Approving the FY20 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 23 at a budget workshop.

This Council action would approve the School Committee budget which will then go for a public vote at the School Budget Validation Referendum Election scheduled for Tuesday, May 14.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

ETB/kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To approve the Resolve approving the FY20 budget for the Lewiston School Department.

Resolve, Approving the FY20 Budget for the Lewiston School Department

Whereas, pursuant to the City Charter, the Lewiston School Committee prepared and approved a FY20 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 14, 2019;

Now, therefore, be It Resolved by the City Council of the City of Lewiston that the Fiscal Year 20 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.

FY20 LEWISTON SCHOOL DEPARTMENT BUDGET WARRANT ARTICLES

EXPENDITURE ARTICLES TO BE APPROVED BY LEWISTON SCHOOL COMMITTEE:

- | | | |
|--|--------------|---|
| 1. To authorize the Lewiston School Committee to expend June 30, 2020. | \$28,841,230 | for Regular Instruction for the fiscal year beginning July 1, 2019 and ending |
| 2. To authorize the Lewiston School Committee to expend June 30, 2020. | \$23,814,171 | for Special Education for the fiscal year beginning July 1, 2019 and ending |
| 3. To authorize the Lewiston School Committee to expend and ending June 30, 2020. | \$3,364,205 | for Career and Technical Education for the fiscal year beginning July 1, 2019 |
| 4. To authorize the Lewiston School Committee to expend the fiscal year beginning July 1, 2019 and ending June 30, 2020. | \$1,373,981 | for Other Instruction, including Summer School and Extracurricular Instruction for |
| 5. To authorize the Lewiston School Committee to expend June 30, 2020. | \$5,530,488 | for Student and Staff Support for the fiscal year beginning July 1, 2019 and ending |
| 6. To authorize the Lewiston School Committee to expend June 30, 2020. | \$1,629,838 | for District Administration for the fiscal year beginning July 1, 2019 and ending |
| 7. To authorize the Lewiston School Committee to expend June 30, 2020. | \$3,032,714 | for School Administration for the fiscal year beginning July 1, 2019 and ending |
| 8. To authorize the Lewiston School Committee to expend June 30, 2020. | \$4,706,497 | for Transportation and Buses for the fiscal year beginning July 1, 2019 and ending |
| 9. To authorize the Lewiston School Committee to expend June 30, 2020. | \$7,209,418 | for Facilities Maintenance for the fiscal year beginning July 1, 2019 and ending |
| 10. To authorize the Lewiston School Committee to expend and ending June 30, 2020. | \$6,574,282 | for Debt Service and Other Commitments for the fiscal year beginning July 1, 2019 |
| 11. To authorize the Lewiston School Committee to expend June 30, 2020. | \$24,870 | for All Other Expenditures for the fiscal year beginning July 1, 2019 and ending |

REVENUE ARTICLES TO BE APPROVED BY LEWISTON SCHOOL COMMITTEE AND LEWISTON CITY COUNCIL:

12. 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 \$77,812,144.83) 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.
- | | |
|---|-----------------|
| Minimum Required Statutory Recommendation | \$18,426,036.00 |
| School Committee Recommendation | \$18,426,036.00 |

FY20 LEWISTON SCHOOL DEPARTMENT BUDGET WARRANT ARTICLES

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.

- 13. 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, provided that the total amount of funds raised by local taxpayers under Article 12 is no more and no less than the local cost share expectation defined by law, 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.
- 14. To appropriate the sum of \$1,232,205 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.

- 15. To raise and appropriate the sum of \$1,215,951 in additional local funds which exceeds the State's Essential Programs and Services allocation model by \$1,215,951 as required to fund the budget recommended by the School Committee. The School Committee recommends \$1,215,951 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services Funding Model by \$1,215,951: The Essential Programs and Services funding model does not provide sufficient funding to fully cover the actual costs of operating the Lewiston Public Schools.

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 TO BE APPROVED BY LEWISTON SCHOOL COMMITTEE AND LEWISTON CITY COUNCIL:

- 16. To authorize the Lewiston School Committee to expend the sum of \$86,101,694 for the fiscal year beginning July 1, 2019 and ending June 30, 2020 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; provided, however, that the School Committee shall only be authorized to expend the sum of \$85,988,694 in the event that the Lewiston School Department does not receive \$113,000 in additional state subsidy that is due from the Maine Department of Education.

OTHER REVENUES TO BE APPROVED BY LEWISTON SCHOOL COMMITTEE AND LEWISTON CITY COUNCIL:

- 17. To authorize the Lewiston School Committee to expend additional State, Federal and other funds received during the fiscal year 2019-2020 for school purposes, provided that such additional funds do not require the expenditure of local funds not previously appropriated.

FY20 LEWISTON SCHOOL DEPARTMENT BUDGET WARRANT ARTICLES

ADULT EDUCATION TO BE APPROVED BY LEWISTON SCHOOL COMMITTEE AND LEWISTON CITY COUNCIL:

18. To appropriate the sum of \$716,947 for adult education for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and to raise the sum of \$480,687 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 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 8

SUBJECT:

Resolve approving the Final Adjustments to the Fiscal Year 2020 Municipal Budget.

INFORMATION:

This Resolve will enact the various budget modifications that the City Council suggested throughout the budget process.

Should the Council wish to make further changes, or adjust the proposed in the attached resolve, this should be done by amending this resolution. As a reminder, amending the resolve will require four votes; adopting the final municipal budget, the next item on the agenda, will require 5 votes.

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 final adjustments to the Fiscal Year 2020 Municipal Budget.



**City of Lewiston Maine
City Council Resolve
May 7, 2019**

RESOLVE, Approving the Final Adjustments to the Fiscal Year 2020 Municipal Budget

Whereas, in accordance with the Charter, the City Administrator presented his proposed Fiscal Year 2020 budget to the City Council on March 19, 2019; and

Whereas, since then, the City Council has met on numerous occasions to review the various departmental budgets and to discuss changes to the Administrator's proposal; and

Whereas, throughout this process, the City Council has shown support for certain changes and adjustments affecting both the general fund and utility funds expenditure budgets; and

Whereas, the overall goals of this effort were to maintain essential public services while reducing the impact of the budget on the taxpayers of the City of Lewiston; and

Whereas, the following summary represents the results of this effort;

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28	4381	427000	Repairs to Equipment	2,000
29	4519	427500	Repairs to Buildings	500
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31	4921	417100	Health Insurance	5,000
32	4931	416000	Severance	3,000
33	4941	417400	Workers Comp	4,000
34	4991	428800	Misc. Services	1,250
35	4181	428800	Misc. Services	(3,000)
36	4191	427000	Repairs to Equipment	2,380
37	4193	427000	Repairs to Equipment	1,980
38	4194	427000	Repairs to Equipment	1,980
39	4195	427000	Repairs to Equipment	1,980
40	4197	427000	Repairs to Equipment	2,970
41	4351	436000	Small Tools	1,000
42	4222	426500	Repairs to Vehicles	11,500
43	4921	446010	Self-Insurance	3,500
44	4991	428800	Misc. Services	4,000
45	4921	417250	Health Reimb. Arrangement	29,000
46	4141	Clerks	City Clerk's Position	(36,224)
47	4225	Fire	Fire Inspector	(45,397)
48	4213	Patrol	1 Patrol Officer	(39,572)
49	4213	Patrol	1 Patrol Officer	(11,306)
50	4213	Patrol	4th School Resource Officer	(16,959)
51	4155	Finance	Senior Accountant	(8,275)
52	4381	M.G.	Mechanic	(33,674)
53	4241	Code/Pan	Planner	(69,815)
				<hr/>
				(2,093)

Utility Adjustments:

54	6030	663001	Materials & Supplies	4,000
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55	6050	664201	Rental of Equipment	1,500
56	6050	412000	Overtime	2,000
57	6070	Water	Senior Accountant	(8,275)
58	6080	417250	HRA	2,500
				<hr/>
				1,725
59	6210	663001	Materials & Supplies	3,000
60	6250	412000	Overtime	1,000
61	6270	Sewer	Senior Accountant	(8,275)
62	6280	417250	HRA	2,500
63	6280	660406	Training	1,000
				<hr/>
				(775)
64	6410	662101	Cont. Service - Engineering	1,500
65	6420	663001	Materials & Supplies	1,000
66	6450	412500	Temp. Wages	2,000
67	6450	662101	Cont. Service - Engineering	1,500
68	6450	663001	Materials & Supplies	2,500
		Storm		
69	6470	Water	Senior Accountant	(8,275)
				<hr/>
				225

LEWISTON CITY COUNCIL
MEETING OF MAY 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 9

SUBJECT:

Adoption of Municipal Budget Appropriation Resolve for Fiscal Year 2020.

INFORMATION:

This action is the final phase of the budget adoption for the municipal budget. The attached information defines the Appropriation Resolve.

Please note, per the City Charter, five or more affirmative votes are required for the passage of this Resolve.

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 Municipal Budget Appropriation Resolve for Fiscal Year 2020.



**City of Lewiston Maine
City Council Order
May 7, 2019**

RESOLVE, Making an Appropriation for Municipal Budget Year 2020

Be It Resolved by the City Council of the City of Lewiston that the sum of \$48,913,297 is hereby appropriated in the General Fund for the municipal year 2020 in accordance with the schedule of appropriations; and

Be It Further Resolved by the City Council of the City of Lewiston that, in addition to such other revenues as are estimated to be available to meet the above appropriations including the Homestead and Business Equipment Tax Exemption reimbursement, the sum of \$36,644,482 be raised by assessment upon the estates of the inhabitants of the City of Lewiston and upon the estates of non-resident proprietors within said City for the present municipal year; and

Be It Further Resolved by the City Council of the City of Lewiston that the sum of \$12,268,815 be appropriated as non-tax revenues in the General Fund for the municipal year 2020 in accordance with the schedule of appropriations; and

Be It Further Resolved by the City Council of the City of Lewiston that the list of tax assessments upon the estates in Lewiston for all city taxes, together with all assessments and charges made under the provisions of the Maine Revised Statutes annotated, Title 30A, Section 3406 and 3442 to 3445 inclusive, and the City's due proportion of the County Tax in the amount of \$2,881,017 for the period of July 1, 2019 through June 30, 2020 shall be committed by the Assessor to the Finance Director, and one-half of said taxes shall be due and payable on the 16th day of September 2019 with the remaining one-half of said taxes due and payable on the 16th day of March 2020; and

Be It Further Resolved by the City Council of the City of Lewiston that interest at the maximum State approved rate of 9% per annum for fiscal year 2020 shall be collected on the first half of said taxes from September 17, 2019, if not voluntarily paid to the Finance Director on or before September 16, 2019 and on the second half of said taxes from March 17, 2020, if not voluntarily paid to the Finance Director on or before March 16, 2020; and

Be It Further Resolved by the City Council of the City of Lewiston that in each case, said interest shall be added to and become a part of said taxes; and

Be It Further Resolved by the City Council of the City of Lewiston that the Treasury Manager/Tax Collector is authorized to accept payments of uncommitted taxes and to pay to the taxpayer interest from the date of payment to the commitment date at a rate of 0% and that refunds for overpayments or abatements shall be paid to the taxpayer with interest from the date of payment to the date of abatement or refund, whichever is earlier, at an interest rate of 2.00%; and

Be It Further Resolved by the City Council of the City of Lewiston that the Treasury Manager/Tax Collector shall apply all payments to the oldest balance due to the City on that account regardless of any instructions the customer/taxpayer may give. If, however, a lien has matured, the Treasury Manager/Tax Collector may not accept payment on that account unless a workout agreement is in place or approval has been granted by the Finance Director to accept payment. If a customer/taxpayer has more than one account, any payment shall be applied to the oldest balance due; and

Be It Further Resolved by the City Council of the City of Lewiston that the Council hereby formally accepts and appropriates any cash contributions received during this budget year to the appropriate department and purpose for which such contribution has been made and where such contribution is equal to or less than \$10,000; 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; and

Be It Further Resolved by the City Council of the City of Lewiston that the Council hereby formally appropriates any insurance proceeds received during this budget year to the appropriate department for the purpose of repairing or replacing the damaged property where such amount is equal to or less than \$50,000, such appropriation to become effective upon receipt of funds; and

Be It Further Resolved by the City Council of the City of Lewiston that the Council hereby formally appropriates any Municipal Garage revenues in excess of the amount expended at the end of the fiscal year to be included in the General Fund Municipal Garage Vehicle Reserve Account; and

Be It Further Resolved by the City Council of the City of Lewiston that the Council hereby formally appropriates a 2% cost of living adjustment for nonunion personnel effective on the payroll check dated July 3, 2019 and directs the Finance Director to make the necessary adjustments to non-union salary schedules; and

Be It Further Resolved by the City Council of the City of Lewiston that an appropriation is authorized from the library's permanent endowment fund in accordance with the recommendation of the Library Board of Trustees and to the extent that the

City Administrator determines that such an appropriation is in accordance with existing City and Library policies; and

Be It Further Resolved by the City Council of the City of Lewiston that an appropriation is authorized to transfer the amount of \$6.62 or the current State reimbursement rate per snowmobile registration to the Hillside Snowmobile Club. Payment will be made annually to the Hillside Snowmobile Club by June 30, 2020; and

Be It Further Resolved by the City Council of the City of Lewiston that an appropriation is authorized to transfer the amount of 20% of net timber harvesting revenue, if any, to the Community Forestry Fund in accordance with City Ordinance 78-45; and

Be It Further Resolved by the City Council of the City of Lewiston that this budget includes an additional appropriation of \$53,747 for the Lewiston Auburn Transit Committee predicated upon the City of Auburn providing additional funding to restore transit service that was lost due to Auburn's decision to reduce funding in the past. Should the City of Auburn not provide this additional funding, in full or in part, this amount, or a proportionate share of it based on the amount funded by Auburn, shall be eliminated from the expenditure budget and a similar amount reduced from the municipal tax levy; and

Be It Further Resolved by the City Council of the City of Lewiston that this budget reflects State Municipal Revenue Sharing to be funded by 2% of state sales and income tax revenue. The Governor has proposed increasing this to 2.5%. In the event that revenue sharing is funded at more than 2%, the Finance Director, with the approval of the City Administrator, shall estimate the additional revenue that will result, credit that revenue to the appropriate revenue account, and reduce the municipal tax levy by that same amount. For example, if revenue sharing is funded at 2.5%, City non-tax revenues shall be increased by \$725,000 with a corresponding decrease in the municipal tax levy; and

Be It Further Resolved by the City Council of the City of Lewiston that the City Council deems it necessary to adopt a budget which exceeds the percent increase of the Gross National Product-Implicit Price Deflator and hereby waives the provisions of Section 6.07(h) of the City Charter.

(NOTE – Five or more affirmative votes are required for the passage of this Resolve.)

**Estimated General Fund
Municipal Property Tax Rate Calculation
2019 and 2020 as of 5/1/2019**

	FY 2019	FY 2020	\$ Change	% Change
City Expenses				
Operating Expenses	35,227,966	37,283,961	2,055,995	5.84%
County	2,716,558	2,881,017	164,459	6.05%
Debt Service	8,163,478	8,748,319	584,841	7.16%
Total City Expenses	46,108,002	48,913,297	2,805,295	6.08%
School Expenses				
Operating Expenses	74,636,495	78,547,700	3,911,205	5.24%
Debt Service	8,346,601	8,270,941	(75,660)	-0.91%
Total School Expenses	82,983,096	86,818,641	3,835,545	4.62%
Total Expenses	129,091,098	135,731,938	6,640,840	5.14%
Less: Non- Tax Revenues				
City	12,014,917	12,268,815	253,898	2.11%
Use of Fund Balance			-	
School	62,289,468	63,697,076	1,407,608	2.26%
Use of Fund Balance	202,000	1,766,686	1,564,686	
Total Non-Tax Revenues	74,506,385	77,732,577	3,226,192	4.33%
Proposed Tax Levy				
City	31,376,527	33,763,465	2,386,938	7.61%
School	20,491,628	21,354,879	863,251	4.21%
County	2,716,558	2,881,017	164,459	6.05%
Overlay	420,000	420,000	-	0.00%
Total Tax Levy	55,004,713	58,419,361	3,414,648	6.21%
Total Assessed Value (000's)	1,918,343	1,980,003	61,660	3.21%
Proposed Tax Rate				
City (Including Overlay)	16.57	17.26	0.69	4.16%
School	10.68	10.78	0.10	0.97%
County	1.42	1.46	0.04	2.75%
Total Tax Rate	28.67	29.50	0.83	2.90%
	28.67	29.50		
Total	1,879,055,350	1,911,756,560		
TIF Valuation Needed	75,825,619	74,622,854		
	1,803,229,731	1,837,133,706		
Homestead	53,521,230	65,760,569		
BETE Reimbursement	61,592,264	77,108,906		
	1,918,343,225	1,980,003,181		

**Estimated General Fund
Municipal Property Tax Rate Calculation
2019 and 2020 as of 5/1/2019, WITH ADDITIONAL REVENUE SHARING**

	FY 2019	FY 2020	\$ Change	% Change
City Expenses				
Operating Expenses	35,227,966	37,283,961	2,055,995	5.84%
County	2,716,558	2,881,017	164,459	6.05%
Debt Service	8,163,478	8,748,319	584,841	7.16%
Total City Expenses	46,108,002	48,913,297	2,805,295	6.08%
School Expenses				
Operating Expenses	74,636,495	78,547,700	3,911,205	5.24%
Debt Service	8,346,601	8,270,941	(75,660)	-0.91%
Total School Expenses	82,983,096	86,818,641	3,835,545	4.62%
Total Expenses	129,091,098	135,731,938	6,640,840	5.14%
Less: Non- Tax Revenues				
City	12,014,917	12,993,815	978,898	8.15%
Use of Fund Balance			-	
School	62,289,468	63,697,076	1,407,608	2.26%
Use of Fund Balance	202,000	1,766,686	1,564,686	
Total Non-Tax Revenues	74,506,385	78,457,577	3,951,192	5.30%
Proposed Tax Levy				
City	31,376,527	33,038,465	1,661,938	5.30%
School	20,491,628	21,354,879	863,251	4.21%
County	2,716,558	2,881,017	164,459	6.05%
Overlay	420,000	420,000	-	0.00%
Total Tax Levy	55,004,713	57,694,361	2,689,648	4.89%
Total Assessed Value (000's)	1,918,343	1,980,003	61,660	3.21%
Proposed Tax Rate				
City (Including Overlay)	16.57	16.90	0.33	2.01%
School	10.68	10.78	0.10	0.97%
County	1.42	1.46	0.04	2.75%
Total Tax Rate	28.67	29.14	0.47	1.64%
	28.67	29.14		
Total	1,879,055,350	1,911,756,560		
TIF Valuation Needed	75,825,619	74,622,854		
	1,803,229,731	1,837,133,706		
Homestead	53,521,230	65,760,569		
BETE Reimbursement	61,592,264	77,108,906		
	1,918,343,225	1,980,003,181		

LEWISTON CITY COUNCIL
MEETING OF MAY 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 10

SUBJECT:

Resolve Making an Appropriation for Utility and Special Revenue Funds for Municipal Budget Year 2020.

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.

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 Making an Appropriation for Utility and Special Revenue Funds for Municipal Budget Year 2020.



**City of Lewiston Maine
City Council Order
May 7, 2019**

RESOLVE, Making an Appropriation for Utility and Special Revenue Funds for Municipal Budget Year 2020

Be It Resolved by the City Council of the City of Lewiston that the appropriation for municipal year 2020 for the following Enterprise Funds is hereby authorized and approved: the Water Fund in the amount of \$5,831,186, the Sewer Fund in the amount of \$6,862,451, and the Storm Water Fund in the amount of \$3,097,281; and

Be It Further Resolved by the City Council of the City of Lewiston that the appropriation for municipal year 2020 for the following Special Revenue Funds is hereby authorized and approved: the Recreation Activity Fund in the amount of \$109,535 with approval to pursue offering new programs that are financially viable, the Police Drug Forfeiture Fund in the amount of \$111,275; and the Tax Increment Financing Fund in the amount of \$2,051,935; 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 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 11

SUBJECT:

Resolve authorizing the use of \$3,745,189 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 2020 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 \$3,745,189 from the General Fund Unassigned Fund Balance for Capital Outlay purchases and other one-time costs.



**City of Lewiston Maine
City Council Resolve
May 7, 2019**



Resolve, Authorizing the Use of \$3,745,189 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, 2018, the City's General Fund Unassigned Fund Balance floor was \$10,186,560 and the ceiling was \$15,279,840; and

Whereas, as of June 30, 2018, the City's actual General Fund Unassigned Fund Balance was \$16,476,170, or 12.94%; and

Whereas, the City Council wishes to minimize the tax rate increase needed to balance the fiscal year 2020 budget and to reduce the amount of projects to be funded from bond proceeds;

Now, therefore, be It Resolved by the City Council of the City of Lewiston that \$3,745,189 of unassigned fund balance is hereby appropriated to address the following capital needs:

Org.	Object	Division	Description	Amount
4161	450500	MIS	Office Equipment	24,000
4161	450500	MIS	Office Equipment	11,250
4161	450500	MIS	Office Equipment	15,000
4161	450500	MIS	Office Equipment	2,500
4161	450500	MIS	Office Equipment	3,000
4161	450500	MIS	Office Equipment	2,000
4161	450500	MIS	Office Equipment	2,600
4161	450500	MIS	Office Equipment	400
4161	450500	MIS	Office Equipment	18,700
4161	450500	MIS	Office Equipment	1,500
4161	450500	MIS	Office Equipment	5,400
4191	427500	C. Hall	Repairs to Building	20,000
4191	458000	C. Hall	Buildings & Structures	3,500
4191	458000	C. Hall	Buildings & Structures	7,667
4191	458000	C. Hall	Buildings & Structures	700
4191	458000	C. Hall	Buildings & Structures	2,300

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4192	458000	V. Bureau	Buildings & Structures	4,983
4192	458000	V. Bureau	Buildings & Structures	1,000
4192	458000	V. Bureau	Buildings & Structures	19,326
4192	458000	V. Bureau	Buildings & Structures	24,884
4192	458000	V. Bureau	Buildings & Structures	6,566
4192	458000	V. Bureau	Buildings & Structures	25,000
4194	457000	Centreville	Other Betterments	14,000
4194	458000	Centreville	Buildings & Structures	10,000
4195	458000	Chestnut	Buildings & Structures	10,000
4197	427500	Lincoln St.	Repairs to Building	15,000
4213	451000	Patrol	Vehicles	108,000
4213	451000	Patrol	Vehicles	35,000
4221	450500	Fire	Office Equipment	1,400
4222	452500	Fire	Public Safety Equipment	2,600
4222	452500	Fire	Public Safety Equipment	21,000
4229	453000	Fire	Household Equipment	4,498
4229	458000	Fire	Buildings & Structures	10,000
4229	458000	Fire	Buildings & Structures	2,000
4229	458000	Fire	Buildings & Structures	4,300
4229	458000	Fire	Buildings & Structures	3,000
4229	458000	Fire	Buildings & Structures	1,000
4229	458000	Fire	Buildings & Structures	1,500
4241	428800	Code	Misc. Services	12,500
4321	457000	Engineer.	Other Betterments	450
4331	452500	Highway	Public Safety Equipment	1,810
4334	457000	Sidewalks	Sidewalks	30,000
4338	428800	St. Lights	Misc. Services	12,000
4338	457000	St. Lights	Other Betterments	12,000
4338	457000	St. Lights	Other Betterments	9,000
4343	451000	Solid Waste	Vehicles	17,000
4343	457000	Solid Waste	Other Betterments	117,000
4343	457000	Solid Waste	Other Betterments	47,000
4343	457000	Solid Waste	Other Betterments	250,000
4351	457000	Open Spaces	Other Betterments	10,730
4381	427500	PW Buildings	Repairs to Building	6,000
4381	451000	M. Garage	Vehicles	1,320,000
4381	452000	M. Garage	Equipment	14,700
4391	458000	PW Buildings	Buildings & Structures	9,000
4519	458000	Armory	Buildings & Structures	3,000
4519	458000	Armory	Buildings & Structures	1,500
4519	458000	Armory	Buildings & Structures	4,630
4519	458000	Armory	Buildings & Structures	800
4551	450500	Library	Office Equipment	30,000
4559	458000	Library	Buildings & Structures	43,000
4559	458000	Library	Buildings & Structures	5,355
4559	458000	Library	Buildings & Structures	6,000
4811	449000	Airport	Airport	8,750
4812	451000	Transit	Vehicles	50,000

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4991	450500	Misc.	Office Equipment	12,000
4161	450500	MIS	Office Equipment	13,100
4113	428800	City Admin	Marketing Campaign	75,000
4390	428800	Public Bldgs.	Parking & Garage Initiative	125,000
4191	427000	C. Hall	Repairs to Equipment	2,380
4193	427000	Oak St.	Repairs to Equipment	1,980
4194	427000	Centreville	Repairs to Equipment	1,980
4195	427000	Chestnut	Repairs to Equipment	1,980
4197	427000	Lincoln St.	Repairs to Equipment	2,970
4351	436000	Open Spaces	Small Tools	1,000
4222	426500	Fire	Repairs to Vehicles	11,500
4811	449000	Airport	Runway	200,000
4161	450500	MIS	Technology	477,000
4217	458000	Police	Entrance Security	151,500
4331	457000	PW	Adams Ave. Retaining Wall	150,000
4991	428800	Misc.	Fire Management/Service Study	50,000
				3,745,189

LEWISTON CITY COUNCIL
MEETING OF MAY 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 12

SUBJECT:

Order Authorizing the City Administrator to provide city services and funding for City Non-Profit Organization Activities in accordance with the FY2020 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.

EABlkmm

REQUESTED ACTION:

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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 FY2020 City Council approved list.



City of Lewiston, Maine
City Council Order
May 7, 2019



ORDER, Authorizing the City Administrator to Provide City Services and Funding for City Non-Profit Organization Activities in Accordance with the FY2020 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 FY2020 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 FY2020 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 FY2020" 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 FY2020 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

J. Labbe 03-22-18

		ALL FEES IN THIS COLUMN ARE PAID BY EVENTS UNLESS NOTED	ALL FEES IN THIS COLUMN ARE PAID BY EVENTS UNLESS NOTED			ROAD RACES B1; FESTIVALS ON CITY PROP B2; BEGINS IN OTHER TOWN B3; REQUEST FOR MISC SUPPORT B4
FY2020						
	Total all OT Costs	Park Charges	Misc, Perm, Licenses	Total In-Kind Requested	COMMENTS	EVENT CATEGORY
Advocates for Children - BBQ & Festival - TABLES			\$ 250.00	\$ 250.00	FEE WAIVER REQUESTED - 50 tables only (Adv for Children will deliver)	B4
A-L Rotary Criterium - Bike Race	\$ 945.38	\$ 75.00	\$ 8.50	\$ 1,028.88		B1
Art Walk LA, Concerts	\$ 794.00		\$ 50.50	\$ 844.50	no park fees per policy for concerts	B2
Central Maine Heart Walk				\$ -	Withdrawn- Waiver no longer needed	B1
Dempsey Challenge - CMMC	\$ 5,639.88	\$ 750.00	\$ 84.50	\$ 6,474.38		B1
GAHS - Strutt Your Mutt Walk	\$ 139.50			\$ 139.50		B1
Great Falls Balloon Fest	\$ 15,814.50	\$ 324.00	\$ 717.00	\$ 16,855.50		B2
LA Bridge Run - Triple Crown Series	\$ 1,826.00			\$ 1,826.00		B1
Lewiston Farmers Market	\$ -		\$ 372.50	\$ 372.50		B2
Liberty Festival	\$ 4,011.25		\$ 84.00	\$ 4,095.25		B2
Twin Cities Holiday Celeb - City sponsored	\$ 986.50			\$ 986.50		B2
Veterans Council (approved by CC 5/5/15)	\$ 2,068.00		\$ 17.00	\$ 2,085.00	3 events (Mem Day Parade; June Flag Day; Nov Vets Day Review--APPROVED AS OFFICIAL CITY EVENTS IN POLICY 5.19.15	City sponsored
Walk to End Alzheimers			\$ 17.00	\$ 17.00		B1
YMCA Fit Test - Triple Crown Series	\$ 2,140.00			\$ 2,140.00		B1
						12 - B1
						8 - B2
						0 - B3
TOTAL REQUESTS	\$ 34,365.00	\$ 1,149.00	\$ 1,601.00	\$ 37,115.00		2 - B4

LEWISTON CITY COUNCIL

MEETING OF MAY 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 13

SUBJECT:

Resolve Authorizing the Use of \$1,500 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 \$1,500 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.

EAB/kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To approve the Resolve authorizing the use of up to \$1,500 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 7, 2019**



Resolve, Authorizing the Use of \$1,500 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 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 \$1,500 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 \$1,500 from the Farrar Fund, same as the authorized amount in FY19.

LEWISTON CITY COUNCIL

MEETING OF MAY 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 14

SUBJECT: Order, Authorizing the City Administrator to Execute a License with Lepage Bakeries Cedar Street, LLC to Allow for Maintenance of the City Property Adjacent to the Canal

INFORMATION: Lepage Bakeries maintained the land between the top of the canal wall and the parking area of its Canal Street plant for many years. When Brookfield took ownership of the canal system, they asked Lepage to stop maintaining the area due to liability concerns. Brookfield then assumed maintenance responsibilities. Since Lepage stopped maintaining the area, it has only been cut infrequently and has become overgrown and unkempt. Lepage wishes to start maintaining the area again, a responsibility that would otherwise fall to the City.

Attached is a revocable License drafted by the city attorney, granting Lepage permission to maintain the area. The license requires Lepage to indemnify the city against any claims from their use of the area and to name the City as an additional insured on a liability insurance policy with a value of at least \$5 million.

This section of the canal is highly visible in Lewiston's Southern Gateway area. Lepage did an exemplary job of maintaining that section of canal embankment when they were doing so. Staff recommends authorizing the City Administrator to execute the License agreement.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAR/kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To approve the **Order,** Authorizing the City Administrator to Execute a License with Lepage Bakeries Cedar Street, LLC to Allow for Maintenance of the City Property Adjacent to the Canal



COUNCIL ORDER

Order, Authorizing the City Administrator to Execute a License with Lepage Bakeries Cedar Street, LLC to allow for maintenance of the City property adjacent to the canal

Whereas, for a period of more than 30 years, Lepage Bakeries Cedar Street, LLC had maintained a 10' wide strip of vegetated area between Lepage's Cedar Street plant parking lot and the western canal wall; and

Whereas, two years ago, Brookfield asked Lepage to stop entering and maintaining that section of the canal's vegetated area because of liability concerns; and

Whereas, when Lepage was maintaining that area, vegetation was cut as frequently as several times a month, as conditions warranted; and

Whereas, since Lepage stopped maintaining the area, it has been cut and maintained much less frequently; and

Whereas, Lepage has asked to be allowed to start maintaining that section of the canal again; and

Whereas, in the past, Lepage has done an exemplary job of maintaining that area of the canal, adding to the attractiveness of the City's Southern Gateway; and

Whereas, the City Attorney has drafted a revocable License granting Lepage the right to cut and maintain vegetation in a 10 foot wide area on the western side of the canal between Cedar and Locust Streets as shown on the attached plan; and

Whereas, that license requires Lepage to indemnify the City for claims arising from use of the licensed area and to name the City as an additional insured on at least a \$5 million liability insurance policy;

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

The City Administrator is hereby authorized to execute the attached License granting Lepage Bakeries Cedar Street, LLC the right to cut and maintain vegetation along the 10' strip shown on the attached plan.

LICENSE

The **Inhabitants of the City of Lewiston** (the "City") grants to **Lepage Bakeries Cedar Street, LLC**, ("Lepage") a non-exclusive, revocable license for the purposes described below on and over the following described parcel of land (the "Licensed Area"):

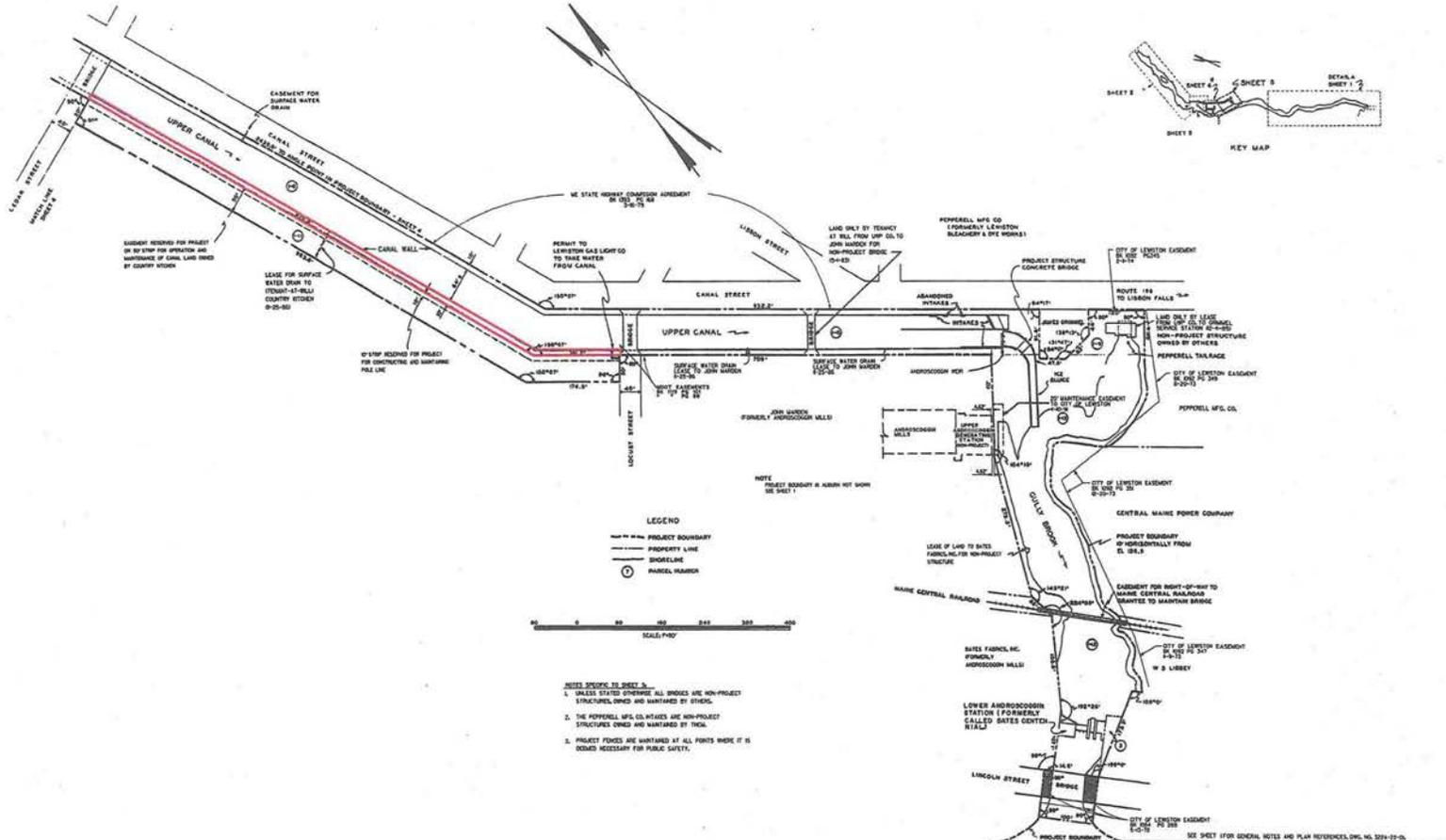
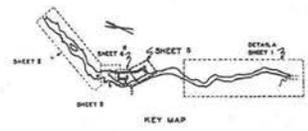
The land that lies between the most easterly boundary of the property described in Book 1184, Page 207 and a line running parallel therewith and ten feet easterly therefrom including the canal wall, extending from Cedar Street to Locust Street as shown on Lewiston Falls Project Plan Detail Map Upper Canal dated March 26, 1999 and recorded in the Androscoggin County Registry of Deeds in Plan Book 40, Page 139.

Lepage may enter upon any part of the Licensed Area with personnel, vehicles, tools, supplies and equipment in order to mow and maintain the vegetation as it may deem necessary. All work performed upon and use of the Licensed Area shall be at Lepage's sole cost and expense. Lepage shall not make, or permit to be made, any excavations below the normal elevation of the water in the canal, except for temporary purposes, and then not to remain for more than **24** hours. Lepage further agrees that if its use shall disturb the surface in the Licensed Area, Lepage shall restore said surface to its original condition once the reason for said disturbance has been terminated.

Lepage agrees to indemnify, defend and hold the City harmless from any and all claims or liabilities arising out of or relating to Lepage's use of the Licensed Area, including costs of enforcement and reasonable attorneys' fees. For purposes of the foregoing indemnity only, Lepage waives any immunities to which it may be entitled under workers' compensation laws, and assumes responsibility for claims by its employees. Lepage shall at all times maintain a policy of liability insurance endorsed to name the City as an additional insured, with minimum combined policy limits of **\$5 million**, which provides that the policy cannot be cancelled or reduced without **ten** days' notice to the City. Lepage releases the City from any liability or responsibility (to Lepage or anyone claiming through or under Lepage by way of subrogation or otherwise) for any loss or damage to any tangible property, or any resulting loss of income, or losses under any workers' compensation laws and benefits, notwithstanding the fact that such loss or damage shall have been caused by the fault or negligence of the City, or anyone for whom the City may be responsible. Lepage shall include in the insurance policy a provision that such release shall not adversely affect the policy or prejudice any right to recover. Before any entry and following any policy renewal, Lepage shall provide the City with a certificate of insurance showing the required coverage and a copy of the declaration page of the policy and the additional insured endorsement.

DATED: _____, 2019

Edward A. Barrett,
City Administrator, City of Lewiston



LEGEND

- PROJECT BOUNDARY
- PROPERTY LINE
- SHORELINE
- PARCEL NUMBER



NOTE: BRIDGE TO SHEET 3

1. UNLESS STATED OTHERWISE ALL BRIDGES ARE NON-PROJECT STRUCTURES OWNED AND MAINTAINED BY OTHERS.
2. THE POPPELL MFG. CO. BRIDGES ARE NON-PROJECT STRUCTURES OWNED AND MAINTAINED BY THEM.
3. PROJECT FENCES ARE MAINTAINED AT ALL POINTS WHERE IT IS DEEMED NECESSARY FOR PUBLIC SAFETY.

RECORDING DATA
 ANDROSCOGGIN COUNTY REGISTRY OF DEEDS
 RECEIVED 01-09 AT 12:00 PM
 AND RECORDED IN BOOK 110 PAGE 133
 ATTEST *Deborah A. Robinson* REGISTRAR

LEWISTON FALLS PROJECT PLAN DETAIL MAP UPPER CANAL	
LEWISTON/AUBURN	ANDROSCOGGIN COUNTY, MAINE
RECORD NUMBER CENTRAL MAINE POWER COMPANY 83 LEBON DRIVE AUBURN, ME 04210 SCALE: 1" = 40' DATE: 03/01/02	322A-22-001 SHEET 5 OF 5 FILE LOCATION: 10 P2724 FILENAME: 322A22005.DWG

MICROFILMED

LEWISTON CITY COUNCIL

MEETING OF MAY 7, 2019

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 15

SUBJECT:

Other Business and Committee Appointments.

INFORMATION:

The Mayor would like to review all appointments to citizen boards and committees with the City Council prior to making an official appointment. Some of these appointments will require a nomination from the Mayor and confirmation from the Council and others are the Mayor's sole appointments but she would still like to receive the input from the Council prior to making the appointments official.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The agenda item of Other Business is a standard item on all agendas in order to receive citizen or Council input on non-agenda items of city business.

EAB/Kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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Appointments to review at this meeting:

- 1) Complete Streets – one citizen opening due to a vacancy, one opening for a City Councilor. Mayor Cloutier planning to appoint Roger Fuller and Councilor Lysen.
- 2) Lewiston Housing Authority Board of Directors – one tenant opening – Mayor Cloutier will be making her nomination.