

City of Biddeford

City Council

August 04, 2020 6:00 PM Please click the link below to join the webinar:

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1. Roll Call

2. Adjustment(s) to Agenda

- 2.a. Add: Order 2020.71) Acceptance of 2020 Edward Byrne Memorial Justice Assistance Grant (JAG) Funds

3. Consideration of Minutes:

- 3.a. Council Meeting Minutes....July 21, 2020
[7-21-2020 Council Meeting Minutes.docx](#)
- 3.b. Special Council Meeting Minutes....July 27, 2020
[7-27-2020 Special Council Meeting Minutes.docx](#)

Consent Agreement:

Maine Municipal Association - Legislative Policy Committee
[8-04-2020 MMA Legislative Policy Comm-Ballot.pdf](#)

MMA Annual Election - Vice President and Executive Committee Members
[8-04-2020 MMA Annual Election-VP and Exec Comm.pdf](#)

4. Second Reading:

- 4.a. 2020.63) Approval/FY21 TIF Fund
[20200804 TIF Fund - Order 2020.63](#)
[7-21-2020 TIF Expense Workbook](#)

5. Orders of the Day:

- 5.a. 2020.66) Confirmation of Finance Director/Alison Garrison
[8-04-2020 Appt-Finance Director-Garrison.docx](#)
- 5.b. 2020.67) Adoption/Sewer Rates Fee Structure
[8-04-2020 Sewer User Fees - ORDER.docx](#)
[8-04-2020 Sewer User Fees-Briefing Memo.docx](#)
[8-04-2020 Sewer User Fee Summary Table - FY2021.pdf](#)
[8-04-2020 Finance Comm Jan 21 Minutes - Sewer User Fees.pdf](#)

- [8-04-2020 Finance Comm Feb 18 Minutes - Sewer User Fees.pdf](#)
- 5.c. 2020.68) Amendment/Ch 58, Solid Waste/Sec. 58-35-Portable Receptacles/Alternative Voluntary Solid Waste Service - Grandfathered Facilities
[20200804 Solid Waste-Overflow Portable Receptacles-ORDER 2020.68](#)
[20200804 Brief - Amend Ch. 58-35 Grandfathered Facilities](#)
 - 5.d. 2020.69) Approval/Capital Improvement Projects FY21 Budget Allocation
[8-04-2020 CIP FY21 Allocations - ORDER.docx](#)
[20200804 Brief - FY21 Capital Project and Paving Plan](#)
[8-04-2020 CIP FY21 Proposed Allocations.pdf](#)
[8-04-2020 CIP Proposed FY21 Paving Plan.docx](#)
 - 5.e. 2020.70) Approval/Contract Amendment and Extension with Casella Waste Services (possible Executive Session)
 - 5.f. 2020.71) Acceptance of 2020 Edward Byrne Memorial Justice Assistance Grant (JAG) Funds
[8-04-2020 JAG Grant Funds Acceptance 2020.doc](#)
[20200804 Brief - Acceptance of Edward Byrne Grant \(JAG\) - Council](#)
 - 5.g. Committee-of-the-Whole: Discussion of Disbursement of Municipal Service Funds
 - 5.h. Committee-of-the-Whole: Consideration of Bond Referendum Questions for the November 3, 2020 Election
[8-04-2020 Bond Referendum Council Survey Results.xlsx](#)
[8-04-2020 COW-Public Safety Radio System Breakdown.pdf](#)
 - 6. Appointments:**
 - 6.a. Social Service Budget Committee
[8-04-2020 Appt-Social Service Budget Committee.docx](#)
 - 6.b. Bob Mills...Wastewater Management Commission
[8-04-2020 Appt-Mills-WWMC.docx](#)
[8-04-2020 Comm App-Mills-WWMC.pdf](#)
 - 6.c. Adam Causey...Downtown Development Commission
[8-04-2020 Appt-Causey-DDC.docx](#)
[8-04-2020 Comm App-Causey-DDC.pdf](#)
 - 7. Public Addressing the Council..(5 minute limit per speaker; 30 minute total time limit)**
 - 8. City Manager Report**
 - 9. Other Business**
 - 10. Council President Addressing the Council**
 - 11. Mayor Addressing the Council**
 - 12. Executive Session**
 - 12.a. 1 MRSA 405(6)(D)...Labor Contract Negotiations
 - 13. Adjourn**

**COUNCIL MEETING
JULY 21, 2020**

*NOTE: Due to COVID-19, this meeting was held virtually (via ZOOM),
and was live streamed on the City's website*

Mayor Casavant called the meeting to order at 6:15 p.m.

Roll Call: William Emhiser, John McCurry, Jr., Stephen St. Cyr, Robert Quattrone, Jr., Amy Clearwater, Michael Ready, Marc Lessard

Councilors Norman Belanger and Doris Ortiz were excused.

Adjustments to the Agenda:

- Remove Orders 2020.61 and 2020.62
- Remove Executive Session regarding Labor Contract Negotiations
- Add Executive Session regarding Personnel Matter

Consideration of Minutes: **July 7, 2020**

Motion by Councilor Ready, seconded by Councilor Lessard to accept the minutes as printed.

Vote: Unanimous.

Orders of the Day:

2020.55

IN BOARD OF CITY COUNCIL...JULY 21, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve and authorize the purchase of four (4) portable message boards from K & K Systems. The estimated purchase price is \$70,000 and the funding will come from the *Bureau of Justice Administration Grant*.

NOTE: There is no cost to the City for this purchase.

Motion by Councilor McCurry, seconded by Councilor Clearwater to grant the order.

Vote: Unanimous.

2020.56

IN BOARD OF CITY COUNCIL...JULY 21, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve proceeding with a Citrix Upgrade in an amount not to exceed \$25,180 as per the quotation from Systems Engineering. Funding for the upgrade is included in the FY20 CIP.

Note: The upgrade was delayed to the outbreak of Covid-19 and associated work practice restrictions.

Motion by Councilor McCurry, seconded by Councilor Lessard to grant the order.

Vote: Unanimous.

2020.57

IN BOARD OF CITY COUNCIL...JULY 21, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to enter into an agreement with Maine CDC, or their grant administrator, accepting a Municipal Covid-19 Awareness Grant with zero match in the amount of \$64,050.

BE IT FURTHER ORDERED, that the City Manager is authorized to expend the funds in accordance with the terms of the agreement and in compliance with City of Biddeford purchasing rules.

Motion by Councilor McCurry, seconded by Councilor Lessard to grant the order.

Vote: Unanimous.

2020.58 **IN BOARD OF CITY COUNCIL...JULY 21, 2020**
BE IT ORDERED, that the Finance Director is authorized to create dedicated reserve accounts under the listed fund balance accounts, and transfer remaining balances identified from the FY 2020 Budget to said dedicated accounts as herein named in amounts not to exceed those stated, as of June 30, 2020 deducting any encumbrances:

10013-30101, General Fund Assigned Fund Balance (21127-60823, In-A-Pinch)

<u>FY20 Account #</u>	<u>Description</u>	<u>Amount</u>
21127-60811	Bon Appetit Soup Kitchen	2,000
21127-60827	Seeds of Hope	2,000
Total		4,000

BE IT FURTHER ORDERED, that the City Manager be authorized to distribute funds as listed in support of the social services organizations.

NOTE: The Finance Committee will consider this item at the July 27, 2020 meeting and vote on recommending approval by the City Council.

Motion by Councilor McCurry, seconded by Councilor Lessard to grant the order.
Vote: Unanimous.

2020.59 **IN BOARD OF CITY COUNCIL...JULY 21, 2020**
BE IT ORDERED, that the Finance Director is authorized to create dedicated reserve accounts under the listed fund balance accounts, and transfer remaining funds from the FY 2020 Budget to said dedicated accounts as herein named in amounts not to exceed those stated, as of June 30, 2020 deducting any encumbrances:

10013-30101, General Fund Assigned Fund Balance

<u>Account Description</u>	<u>Amount</u>
Park Improvements, St. Louis	200,000
IT Projects/Equipment	82,000
Financial Software Data Verification	30,000
Down Payments for Vehicles Ordered FY20	20,454
Mechanics Park River Wall Repair	50,000
Public Works Infrastructure Improvements	75,000
Cemetery Improvements	5,000
Fire Department Vests	7,500
Total	469,954

BE IT FURTHER ORDERED, that the City Manager be authorized to expend from the above dedicated reserves for expenses related to on-going project costs as approved in accordance with the Purchasing Code.

NOTE: The Finance Committee will consider this item at the July 21, 2020 meeting and vote on recommendation for approval by the City Council.

Motion by Councilor McCurry, seconded by Councilor Lessard to grant the order.
Vote: Unanimous.

2020.60 **IN BOARD OF CITY COUNCIL...JULY 21, 2020**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to release payment in the amount of \$545,988 to Biddeford Riverwalk Community 1, LLC for construction of a site stormwater management system at the 3 Lincoln Street property in support of the garage project and future development of the site. Funding for the payment shall be from the TIF Fund.

Note: The total cost of the stormwater management system is \$780,069.49 with \$220,869.49 born by Biddeford Riverwalk Community 1, LLC, as a project cost and \$31,212 contributed from project contingency.

Motion by Councilor Ready, seconded by Councilor Clearwater to grant the order.

Vote: Unanimous.

2020.63

IN BOARD OF CITY COUNCIL.. JULY 21, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of \$495,000 for the **TIF FUND** for the fiscal year commencing on July 1, 2020 and ending June 30, 2021, and

BE IT FURTHER ORDERED, that the sum of \$1,265,036, as may be adjusted by the Assessor, in estimated revenues to the **TIF FUND** be hereby adopted in support of the TIF Program.

Note: FY20 fund balance will be confirmed once the FY20 financials are closed, which is expected by the end of August.

Motion by Councilor McCurry, seconded by Councilor Lessard to grant the first reading of the order.

Vote: Unanimous.

2020.64

IN BOARD OF CITY COUNCIL....JULY 21, 2020

RESOLUTION AUTHORIZING SUBMITTAL OF PUBLIC COMMENT IN SUPPORT OF BIDDEFORD TURNPIKE EXIT CAPACITY UPGRADES

WHEREAS, the Maine Turnpike Authority prepares and publishes annually a Draft 4-year Capital Investment Plan to outline the Authority's funding priorities; and

WHEREAS, the Maine Turnpike Authority published the Draft FY21-FY24 4-year Capital Investment Plan on or about June 29, 2020; and

WHEREAS, the Maine Turnpike Authority, in accordance with the Sensible Transportation Act and MTA's Public Participation Policy, is accepting public comment on its Draft 4-year Capital Investment Plan through August 1, 2020; and

WHEREAS, the City of Biddeford has growth opportunities west of the turnpike exit, and although immediately adjacent to the Exit, there is no immediate access to the Exit; and

WHEREAS, access to the Exit would support and enhance development opportunities west of the turnpike; and

WHEREAS, the Draft 4-year Capital Investment Plan does not contain reference to a so called capacity upgrade at the Biddeford Exit;

NOW, THEREFORE, BE IT RESOLVED, that the Biddeford City Council and Mayor hereby authorize the City Manager to prepare and submit public comment on the MTA Draft 4-Year Capital Investment Plan to include, but not be limited to, advocating for a capacity upgrade at the Biddeford Exit to allow access to the western side of the turnpike and prioritization of the capacity upgrade within the FY21-FY24 MTA planning period.

Motion by Councilor McCurry, seconded by Councilor Lessard to grant the order.

Vote: Unanimous.

Committee-of-the-Whole: Discussion of Possible Bond Referendum for November 3, 2020 Election

Motion by Councilor Clearwater, seconded by Councilor Lessard to move into Committee-of-the-Whole.

Vote: Unanimous.

Time: 6:38 p.m.

City Manager, Jim Bennett gave an overview of the available funds for major projects, which he estimates will run out at the end of the year. He thinks the Council should, at the very least, entertain the idea of going out to bond for CSO work; work that is mandated by the State.

Councilor McCurry would like to see what the DEP 5-Year Plan is and what the numbers are for upcoming projects. He understands that if projects do not get done, the City faces getting fined.

Jim thinks that some reasonable numbers can be presented for the next Council Meeting so that the process can begin and a first reading can be held at the August 4th council meeting.

Councilor Clearwater agrees that bonding for CSO is a no-brainer and this is the time to do it. She also feels that this may be a good time to look at other bonds that are needed at this time.

Councilor St. Cyr would like to know to what extent some of the pending projects could be paid out of TIF funds. He'd like that information before making a decision on going out to bonding.

Councilor Lessard cautioned that the Council needs to take a conscientious look at borrowing/bonding since this affects City finances for many years to come. He would actually be in favor of having a special meeting to discuss just this, and not necessarily take 10 minutes at the next Council Meeting.

Jim noted that a lot of the bonding information has been gathered and he will get that out to the Council soon. He will also look at what the TIF funds can possibly be used for in regards to funding certain projects.

Councilor McCurry agrees with Councilor Lessard that this cannot be taken up and rushed through during a 10-minute discussion at the next Council Meeting. He would like to brush off the prior documents and take some time to truly look at what makes sense to move forward with at this point in time.

Motion by Councilor McCurry, seconded by Councilor Lessard to move out of Committee-of-the-Whole.

Vote: Unanimous.

Time: 6:49 p.m.

Public Addressing the Council..5 minute limit per speaker; 30 minute total time limit:
A couple citizens addressed their comments to the Council.

City Manager Report:

City Manager, James Bennett had the following items:

- The end of year finances for FY20 have been reconciled.
- The Lead Paint Remediation Program is up and running. Jim intends to keep the Council informed of what properties get approved for the program as time goes on.

Other Business:

Councilor Ready: addressed a comment made by a citizen during *Public Addressing the Council*. He clarified that the Council has stipulated that Public Access cannot spend more than what is brought in as revenue in their budget. The intent is not to control Public Access, but to keep it accountable.

Councilor McCurry: recognized that the City has made it through its first COVID election. He was pleased with the way the polling place was set up and gave a shout out to all the election staff for being at the poll.

He went on to ask if some budget figures could be compiled on what has been spent by the City on PPE since the onset of COVID. He would also like an update on the financials for the Ice Arena, possibly at the next Finance Committee meeting.

Councilor Clearwater: wants to ensure that the City is doing what it can to boost outdoor dining for the downtown restaurants. Also, a lot of downtown businesses have asked to remind the public to wear face masks/coverings when frequenting their establishments.

City Manager, Jim Bennett explained that Staff has been working with businesses in regards to outdoor dining and many downtown restaurants have proposed plans and have gained approval. Staff could look further into this issue and consider shutting down streets. Councilor Clearwater is hearing more that folks would like to have dining in the City parks, not so much closing streets. Jim suggested businesses should contact the Planning & Development Office and work with their Staff on what they would like to see.

Council President Addressing the Council: Councilor McCurry commended the Fire Department on a job well done with the recent fire at an apartment building on Cleaves Street. He was pleased that the building has remained salvageable.

He would like to add to next Policy Committee meeting agenda an item that will look at the fire prevention ordinance, specifically, for new construction and making fire prevention requirements more stringent, including the requirement for sprinkler systems.

He would really like to see something done at the intersection of Water, Main and Hill Streets. He fears that it is becoming more and more dangerous and something needs to be done sooner rather than later.

Mayor Addressing the Council: Mayor Casavant invited folks to check out the Facebook page where there are ongoing development updates on the Lincoln Mill.

He has received many compliments on the work of those maintaining the downtown flowers.

He noted that the South Street Village proposed development plan is conceptual right now and the Planning Board is only having discussions at this point. He believes the City does need to look at development that allows for expansion, while at the same time being cognizant of protecting wildlife and other conservation efforts.

Executive Session:

- **1 MRSA 405(6)(E)...Consultation with City Attorney**
- **1 MRSA 405(6)(A)...Personnel Matter**

Motion by Councilor McCurry, seconded by Councilor Clearwater to move into Executive Session.

Vote: Unanimous.

Time: 7:12 p.m.

Motion by Councilor McCurry, seconded by Councilor Clearwater to move out of Executive Session.

Vote: Unanimous.

Time: 7:31 p.m.

Motion by Councilor McCurry, seconded by Councilor Clearwater to adjourn.

Vote: Unanimous.

Time: 7:31 p.m.

Attest by: _____
Carmen J. Morris, City Clerk

**SPECIAL COUNCIL MEETING
JULY 27, 2020**

*NOTE: Due to COVID-19, this meeting was held virtually (via ZOOM),
and was live streamed on the City's website*

Mayor Casavant called the meeting to order at 5:30 p.m.

Roll Call: William Emhiser, John McCurry, Jr., Stephen St. Cyr, Amy Clearwater, Norman Belanger, Michael Ready, Doris Ortiz, Marc Lessard

Robert Quattrone, Jr. was excused.

There were no adjustments to the agenda.

Orders of the Day:

2020.65

IN BOARD OF CITY COUNCIL..JULY 27, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to execute an agreement with DDI Construction, Inc in the amount of \$371,129 as an extension of the Main Street Sewer Separation Agreement adding Foss Street sewer separation and associated work.

NOTE: Funding for the project is proposed to be Bond 417 with an estimated balance of \$1,600,000.

Motion by Councilor McCurry, seconded by Councilor Clearwater to grant the order.

Vote: Unanimous.

**Committee-of-the-Whole: Discussion of Bond Referendum Questions for
November 3, 2020 Election**

Motion by Councilor McCurry, seconded by Councilor Lessard to move into Committee-of-the-Whole.

Vote: Unanimous.

Time: 5:37 p.m.

City Manager, James Bennett gave an overview of what Staff is proposing in regards to potential bond issues. He also reviewed the timeline of when the council needs to approve a first reading, second reading and hold a public hearing in order to make the deadline for absentee ballots to be prepared for the November 2, 2020 Election. He talked through the seven different categories being proposed for bonds, which include the following:

- CSO General
- CSO Matching
- Roadwork
- WWTP Revenue Bond
- City Hall Improvements
- Community Center Renovations
- Other Municipal Improvements

Councilor McCurry supports the CSO items because these are mandated. He asked Public Works Director, Jeff Demers how much road work can actually be done in any given year, meaning dollar-wise. Jeff estimated around \$2 to \$2.5 million work of roadwork can be done in a year.

Councilor McCurry asked when we can expect to have figures from DEP so that we can determine what matching funds will actually be needed. Jim thinks the City may be notified in about two to three weeks. Councilor McCurry would like to ensure that the bonding numbers can be finalized once the DEP amounts are actually received. Jim noted that the final date for the Council to decide is the first Council Meeting in September.

Councilor Clearwater agrees with Councilor McCurry and supports the CSO items, again, due to the mandates and threat of financial fines. She asked if Bond Counsel has been consulted to ensure these bonds can be drafted in time. Jim said that he has asked Staff to make that contact

and confirm these can get done. With everything going on and so many folks refinancing, Councilor Clearwater is concerned that it will take quite some time for Bond Counsel to get the bond language put together. She thinks it's important that Council take a close look at what capital projects really need to get done that's what should be focused on.

Councilor St. Cyr is mostly in support of the CSO matching funds of \$2,000,000, assuming DEP comes through with funds. He generally supports the other CSO General bonding due to the mandates for getting that work done. In regards to the other items, he is leery in light of our economic situation due to the current pandemic and where citizens are financially. He feels that the interest rate will stay where it is for the next year or two, so there's no rush to go to bond for that reason. He's in no hurry to put these items out to vote and putting folks in the position to pay for these bonds in a year or two.

Councilor Belanger agrees with the CSO items being supported for bonding. He agrees with Councilor St. Cyr that the interest rates will not go up dramatically over the next year or two, so this would appear to be a good time to go out to bond. He would like to only bond for those items that are absolutely needed, and where we can get the best bang for our buck.

Councilor Lessard agrees with Councilor Belanger that the City needs to take advantage of the low interest rate now and put items on the ballot this year. He is confident that the current Council will support the capital projects that need to be done, but is not as sure what the next Council would support. The CSO items are a no brainer; City Hall has to be taken care of as the building is a direct reflection of how the City maintains it's properties; is ready to sell the Community Center; and agrees with another \$20 million for other necessary projects, including the public safety radios.

Councilor Emhiser agrees that the timing is right to bond now, but the needs of the citizens needs to be kept in mind. He understands that the voters will let the Council know what they want to spend money on, especially with the November election undoubtedly having a large turnout. He definitely supports the CSO projects for the same reasons already stated.

Councilor Clearwater broadly agrees with Councilor Lessard's comments. She likes the thought that the work these bonds will produce could likely be awarded to local businesses, which in turn, helps the economy.

Councilor Ortiz agrees with all the comments that have been made. She agrees with Councilor St. Cyr's concerns that we are still in a pandemic and that needs to be considered. On the other hand, she sees the need of bonding for most of the projects proposed, from CSO, roads, City Hall and making a decision about the Community Center. She echoed Councilor Emhiser's sentiment that the voters will tell us what they would like to spend money on.

Councilor Lessard feels that there should be a Wastewater Treatment Plant west of the Turnpike, and at some point in the near future, a serious conversation needs to be had about this. Development west of the Turnpike will offer a real diversification to the City's tax base and a Wastewater Treatment Plant would be necessary if the City moves in that direction.

Councilor St. Cyr would also be interested in taking a look at development west of the Turnpike. He would also like to see an attempt to match the growth with valuation.

City Manager, Jim Bennett brought up the public safety radios and wanted to ensure this item was on the Council's radar. He noted that this is a very important item and the City will undoubtedly have to invest in in the next year or so.

Councilor Clearwater cautioned that the Council needs to be aware of the political ramifications of bonding the public safety radio system. She believes that there needs to be some consideration of public perception. Jim clarified that the radio system is for the entire public safety system – not just the Police Department. The proposed public safety radio system would also benefit the Fire Department, Department of Public Works and even the Recreation Department.

Councilor St. Cyr is still uncomfortable with the price tag for the radio system and he finds it unbelievable that \$4.2 million is the cost.

Councilor Belanger believes that the projects need to be packaged together, and not all itemized out. He also thinks all the constituents throughout the City need to be considered, as opposed to just certain areas of the City, which is another reason to package all the bonds together.

Mayor Casavant believes that everything on the bonding list has merit, but questions how does one rank them? How do you decide what's most important? People generally like to see projects that are most visible to them, like roads/sidewalks. He echoed the comments that this election will have a large turnout and we will definitely hear what the voters want. He also stressed that whatever is put out to bond will have to be well publicized and the public will need to be educated on why the proposed bond issues are being put out for a vote.

Jim reminded the Council of the timeline and asked for some guidance on what the Council would like to have for more information so that Staff can prepare for newspaper notices and to get Bond Counsel a sense of what we need and when we need it.

Councilor Clearwater suggested getting a feel for what the Council wants by putting out some sort of survey. Also, she would like to see what roads are being proposed to be done in the Roadwork Bond.

Councilor McCurry mentioned that if CSO work is going to be done, then roadwork will probably go hand and hand with that work. He would like some more information and clarity on the public safety radio system.

Jim recapped that the idea is to put out a survey and schedule another discussion on potential bonding on the August 4th Council Meeting agenda.

Motion by Councilor McCurry, seconded by Councilor Clearwater to move out of Committee-of-the-Whole.

Vote: Unanimous.

Time: 6:26 p.m.

Executive Session:

- **1 MRSA 405(6)(D)...Labor Contract Negotiations**
- **1 MRSA 405(6)(A)...Personnel Matter**

Motion by Councilor McCurry, seconded by Councilor Clearwater to move into Executive Session.

Vote: Unanimous.

Time: 6:26 p.m.

It was noted that the ZOOM meeting will go off the air, and there will be no further Council action.

Motion by Councilor McCurry, seconded by Councilor Belanger to move out of Executive Session.

Vote: Unanimous.

Time: 7:57 p.m.

Motion by Councilor McCurry, seconded by Councilor Clearwater to adjourn.

Vote: Unanimous.

Time: 7:57 p.m.

Attest by: _____
Carmen J. Morris, City Clerk

OFFICIAL BALLOT – District 32

Maine Municipal Association's Legislative Policy Committee
July 1, 2020 – June 30, 2022

VOTE FOR ONE (*Biddeford appoints one member*):

☐

Laurie Smith, Manager, Town of Kennebunkport

☐

_____ ( write in)
(name) (position) (municipality)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: _____ DATE: _____



BY SELECTMEN/COUNCILORS:

signature

print name

signature

print name

signature

print name

signature

print name

signature

print name

Return by 5:00 p.m., August 27, 2020 to:

Laura Ellis, Maine Municipal Association
lellis@memun.org
Fax: 624-0129

LPC Senate District 32 *(Biddeford appoints one member)*

Alfred
Arundel

Biddeford
Dayton

Kennebunkport
Lyman

Candidate Profile:

Laurie Smith has served as Manager in the Town of Kennebunkport for the past 6 years. Prior to that she served as Manager in the Towns of Wiscasset, Boothbay, Boothbay Harbor, and Oxford; and as Assistant Manager in the City of Auburn. Ms. Smith has served on MMA’s Executive Committee for several terms, including a term as President, and as Chair of the LPC when she served as the Executive Committee’s Vice President. She has also served on the LPC in the past, both as Alternate and Member, including this most recent term and would like to continue her service to develop platforms for ensuring the full return of revenue sharing, equity in education funding, and the importance of local government as part of the State service delivery model.



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Stephen W. Gove, MMA Executive Director

DATE: July 27, 2020

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 21, 2020 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2020 to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 10, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “*Write-in Candidates*” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 21. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Christine Landes, City Manager, City of Gardiner.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 24. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held Wednesday, October 7, at 11:00 a.m. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2021.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.

**MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2021 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT
(1-Year Term)**

JAMES BENNETT (CITY MANAGER, CITY OF BIDDEFORD)

Professional & Municipal Experience:

- City of Biddeford, Maine – City Manager (August 2015 – present)
- Adjunct Professor, USM Muskie School, Masters level courses: (1) Public Budgeting and Finance, and (2) Managing Towns and Municipalities
- City of Presque Isle, Maine – City Manager (March 2010 - July 2015)
- Town of Sabattus, Maine – Interim Town Manager (September 2009 – March 2010)
- City of Lewiston, Maine – City Administrator (March 2002 – July 2009)
- Town of Westbrook, Maine – Administrative Assistant to the Mayor (October 1996 – March 2002)
- Town Old Orchard Beach, Maine – Town Manager (May 1990 – October 1996)
- Town of New Gloucester, Maine – Town Manager (February 1988 – May 1990)
- Town of Dixfield, Maine – Town Manager (February 1986 – February 1988)
- Town of Lisbon, Maine – Selectman (May 1982 – February 1986) Vice Chairman (1985 – 1986)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Executive Committee (1992 – 1996) (2018 – present)
- Member, MMA Property & Casualty Pool Board of Directors (1992 – 1996) (2018 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (1992 – 1996) (2018 – present)
- Member, MMA Strategic & Finance Committee (1995 - 1996, 2018 – present); Chair (1995 -1996, 2019-2020)
- Member, Governor’s Municipal Advisory Committee (1992 – 1996) (2019 – present)
- Member, MMA Legislative Policy Committee (served as member many years since 1990)
- Co-developed and presented 2020 MMA Webinar “Budgeting in Uncertain Times” in response to COVID-19
- Frequent presenter on behalf of MMA Training: Basic Budgeting since 1993; Cash Management for Municipalities since late 1990s; Top Ten Things I wish I Was Told Earlier in My Career since 2014, Leadership Training since 2018
- President, International City/County Management Association (2014 – 2015); Regional Vice President, (2008 – 2011) Chairperson, Conference Planning Committee, (2007 – 2008); Committee Member (various years 1997 – 2011); Small Community Task Force (1999 – 2001)
- ICMA Emerging Leaders Development Program Facilitator (2007 – present)
- President, Maine Town & City Management Association (1998 –1999); Board of Directors (1991 – 2000)
- President, Aroostook Municipal Association (2012 – 2014)
- Executive Board, Northern Maine Development Commission (2010 – present)
- Chairperson, Aroostook Tourism Committee (2011 – 2013)
- Member, Revolving Loan Committee, Northern Maine Development Commission (2010 – present)
- Executive Board, Maine Service Center Coalition (2011 – present)
- Treasurer, Martindale Country Club (2005 – 2008)
- Treasurer, Kora Klown Shrine Unit (2004 – 2008)
- Kora Divan, Kora Shriners (2004-2006; 2019 - present)
- Worshipful Master, Ancient York Lodge of Free and Accepted Masons (2007)
- Chairman and Founder, Ginger Bennett Memorial Scholarship Fund (2003 – present)
- Chairman, Joseph Graziano Memorial Scholarship Fund (2004 – 2012)

Education:

- Master of Business Administration, University of Southern Maine
- Bachelor of Science, Business Administration, University of Southern Maine
- Associate of Science, Accounting, Bentley College

Awards and Certifications:

- ICMA Legacy Leader since 2008
- All –America City, National Civic League (LEW) 2007
- Public Service Leadership Award, Androscoggin Chamber of Commerce 2006
- Maine Town and City Management Association’s “Linc Stackpole Manager of the Year” August 2003
- ICMA Credentialed Manager since 2002 (*initial year of program*)
- MTCMA Certified Municipal Manager since 1993

MMA EXECUTIVE COMMITTEE MEMBERS
(3-Year Terms)

ROBERT BUTLER (CHAIR OF SELECTBOARD, TOWN OF WALDOBORO)

Professional & Municipal Experience:

- Town of Waldoboro, Select Board Chair (first year of third non-consecutive term)
- Town of Waldoboro committees, including: Budget Committee, Economic Development Committee, Culinary Arts Committee, Sylvania Task Force, Communications and Technology Committee, Town Manager Search Committee and A.D. Gray Committee, Water Department Committee
- Waldoboro Public Library, Treasurer
- Waldoboro Public Library, Member of Board of Trustees
- Waldoboro Business Association, Member, Board
- Municipal Review Committee, Member, Board

Other Experience, Committees and Affiliations:

- Peace Corps, Afghanistan 1968-1970: Taught English as a foreign language in a rural village in the Kuz Konar District of Nangrahar Province and at the Institute of Civil Aviation, Kabul
- Ashland Oil Company, Beirut, Lebanon: Middle East Representative
- Arabian American Oil Company, Dhahran, Saudi Arabia: Government Relations and Contracting Rep
- Bank of Boston, Boston, MA and Tehran, Iran: Middle East Africa Division, Credit Analyst and Middle East Representative
- The National Commercial Bank, Dammam, Saudi Arabia: Head of Corporate Banking, Eastern Province
- Mount Street Holdings, London, England and Al-Khobar, Saudi Arabia: Partner and Financial Advisor
- A.I.N.V. (Arizona), Inc., President. Holding company for a private Saudi investment in a jojoba plantation located in Hyder, Arizona, which my wife and I subsequently purchased.
- Cottonwood Creek, Madera, California, Manager: Certified Organic Grape and Almond farm
- Boston Jojoba Company/The Jojoba Company, President and Co-Owner with my wife. Founded to purchase jojoba seeds and to process and market pure, unrefined golden jojoba world-wide. My wife and I sold the business to Israeli growers in September 2018. She retired immediately upon the sale. I retired in April 2019

Education:

- BA/MA German Literature, The Johns Hopkins University, Baltimore, Maryland (1968)
- MA International Relations, The Johns Hopkins University School of Advanced International Studies (1972)
- Middle East Center for Arab Studies, Shemlan, Lebanon (1973), Advanced Arabic
- MBA Boston University, Boston, Massachusetts (1980)

TERRY HELMS (SELECTPERSON, TOWN OF GRAND ISLE)

Professional & Municipal Experience:

- Town of Grand Isle, Selectperson (July 2015 – present)

Other Experience, Committees and Affiliations:

- Assisted in organizing Congrès Mondial Acadien event in northern Maine as part of the Maine Regional Coordinating Committee and Executive Committee
- Self-employed: TH Enterprises, Caribou, Limestone, Lille and Grand Isle, Maine
- Historic Restoration Specialist
- Tom Sawyer Waste Management, Caribou, Maine

- Tony's Major Muffler Mechanic, Presque Isle, Maine
- Power's Roofing and Sheet Metal, Caribou, Maine
- Bacon Chevrolet General Mechanic, Greenwich, Ohio
- United States Air Force Sargent, Loring, Maine, Keflavic NAS, Iceland
- Saranac Central School System, Library Assistant, Saranac, New York

Education:

- University of Maine at Presque Isle, completed semester (left due to financial obligations)
- School Without Walls, Washington DC, completed high school education
- Ballou High School, Washington DC
- Saranac Central Elementary, Jr. and High School, Saranac, New York
- Conner Elementary School, Long Beach, Mississippi

Awards and Certifications:

- Maine Preservation Honor Award (November 2014)
- Paint and Plaster Repair Seminar (January 2007)
- Maine Preservation Honor Award (May 2006)
- Four Barrel Carburetor Systems (January 1985)
- Computer Command Control Fundamentals (January 1985)
- Transportation Award (June 1983)
- NCO Orientation Phase II – Security (March 1983)
- Steering Systems, Power Brakes, Wheel Alignment and Wheel Balancing (November 1980)
- Air Force Office of Safety and Health (November 1979)
- General Purpose Mechanic Course (September 1979)

DIANE HINES (TOWN MANAGER, TOWN OF LUDLOW & REED PLANTATION)

Professional & Municipal Experience:

- Town of Reed Plantation, Maine, Town Manager (2015 – Present)
- Town of Ludlow, Maine, Town Manager (2010 – Present)
- Town of Hammond, Maine Town Administrator (2006 – 2014)
- Member, Maine Municipal Association, Legislative Policy Committee
- Treasurer, Aroostook Municipal Association

Other Experience, Committees and Affiliations:

- Southern Aroostook Community School – Mathematics Teacher (2009 – 2010)
- Wood Prairie Farm, Bridgewater, Maine – Shipping Room Manager (2008 – 2009)
- Hines Sculpture and Stone Work, Hammond, Maine, Self Employed (1995 – 2012)
- Camden-Rockport School District, Camden, Maine – Substitute Teacher (1994)
- Fogg's Home Center, Houlton, Maine – Assistant Manager Home/Garden (1992 – 1994)
- MSAD #29, Houlton, Maine – Substitute Teacher (1985 – 1992)
- McLaughlin Textile, Houlton, Maine – Assistant Manager/Sales (1981 – 1985)
- Maine Glove Company, Houlton, Maine – Assistant Manager and trainer 1979 – 1981)

Education:

- University of Maine at Presque Isle, Presque Isle, Maine (Secondary Education Certification) (1994)
- Philadelphia College of Textiles and Science- Philadelphia, Penna, (B.S. Textile Design) (1974)
- SAD#29 School Board (2002 – 2007)
- Maine Municipal Association - Training Programs (2006 – 2018)
- Public Relations Chair, Houlton Rotary Club (2014 – 2018)



MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of MMA Vice President and Executive Committee Members

Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 21, 2020

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

James Bennett, City Manager, City of Biddeford

☐

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Robert Butler, Chair of Selectboard, Town of Waldoboro

☐

Terry Helms, Selectperson, Town of Grand Isle

☐

Diane Hines, Town Manager, Town of Ludlow & Reed Plantation

☐

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ **Municipality:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

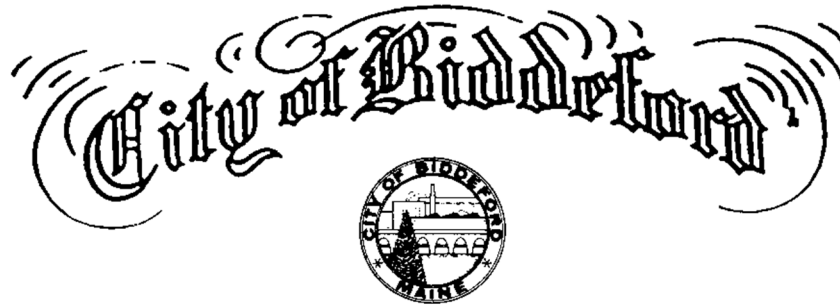
Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:

*MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358
Email: rlambert@memun.org*



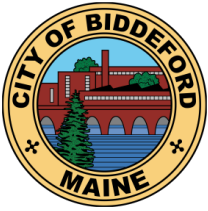
2020.63

IN BOARD OF CITY COUNCIL.. JULY 21, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$495,000** for the TIF FUND for the fiscal year commencing on July 1, 2020 and ending June 30, 2021, and

BE IT FURTHER ORDERED, that the sum of **\$1,265,036**, as may be adjusted by the Assessor, in estimated revenues to the TIF FUND be hereby adopted in support of the TIF Program.

Note: FY20 fund balance will be confirmed once the FY20 financials are closed, which is expected by the end of August. As of July 29, the estimated revenue number has been lowered to \$1,243,694.87.



City of Biddeford, Maine
 FY2021 Summary

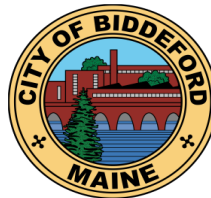
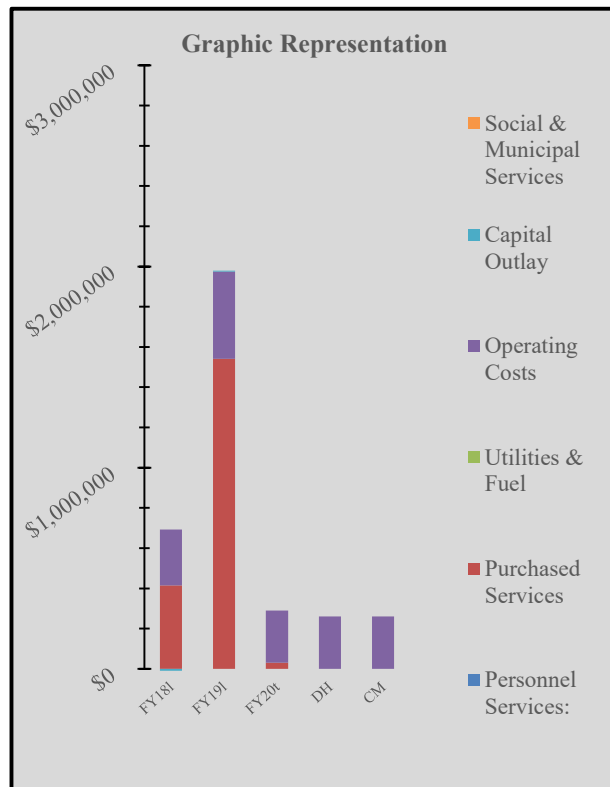
Route 111 Mill TIF Fund

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021		
						Dept Head	Manager's Rec	City Council Rec
Total Revenue	\$918,905	\$918,905	\$995,039	\$956,789	\$1,021,091	\$956,790	\$956,790	\$1,265,036
Total Expenses	\$593,385	\$1,020,000	\$1,979,282	\$290,000	\$578,873	\$260,000	\$260,000	\$495,000
TOTALS:	\$325,520	(\$101,095)	(\$984,243)	\$666,789	\$442,218	\$696,790	\$696,790	\$770,036

City of Biddeford, Maine
FY2021 Expenses

Budget: Rte. 111-Mill Redev TIF Projec
Account Number: 31179 228

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021		
						Dept Head	Manager's Rec	City Council Rec
Personnel Services:	\$0	\$0	\$0	\$0	\$691	\$0	\$0	\$0
Purchased Services	\$414,767	\$585,000	\$1,540,370	\$30,000	\$354,848	\$0	\$0	\$0
Utilities & Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Costs	\$277,918	\$435,000	\$435,000	\$260,000	\$223,333	\$260,000	\$260,000	\$495,000
Capital Outlay	(\$99,300)	\$0	\$3,912	\$0	\$0	\$0	\$0	\$0
Social & Municipal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS:	\$593,385	\$1,020,000	\$1,979,282	\$290,000	\$578,873	\$260,000	\$260,000	\$495,000



FRINGE BENEFIT IMPACT (Estimated):	
FICA	\$0
Workers Comp	\$0
Health Insurance	\$0
Retirement	\$0
Unemployment	\$0
Other Insurance	\$0
# of Full Time Employees	-
Total Fringe Benefit Impact	\$0

	FY20 Budget	FY21 Manager's Rec	Dollar Change	Percentage Change
Personal Services:	\$0	\$0	\$0	N/A
Purchased Services	\$30,000	\$0	-\$30,000	N/A
Utilities & Fuel	\$0	\$0	\$0	N/A
Operating Costs	\$260,000	\$260,000	\$0	0.0%
Capital Outlay	\$0	\$0	\$0	N/A
Social & Municipal Services	\$0	\$0	\$0	N/A
TOTALS:	\$290,000	\$260,000	-\$30,000	-10.3%

Personnel Services

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021		
							Dept Head	Mgr's Rec	City Council Rec
60105	F-T Employee Wage Exp	\$0	\$0	\$0	\$0	\$691	\$0	\$0	\$0
Totals		\$0	\$0	\$0	\$0	\$691	\$0	\$0	\$0

Purchased Services

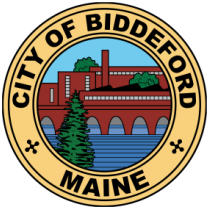
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021		
							Dept Head	Mgr's Rec	City Council Rec
60306	Construction Projects	\$301,819	\$0	\$1,384,778	\$0	\$78,629	\$0	\$0	\$0
60306	Other Prof/Consult Srvs Exp	\$89,279	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0
60313	Sidewalk Construc/Improve C	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
60320	Advertising	\$23,669	\$25,000	\$37,775	\$30,000	\$0	\$0	\$0	\$0
60971	Riverwalk Phase 4	\$0	\$0	\$117,817	\$0	\$42,000	\$0	\$0	\$0
60983	Main Street Improvement	\$0	\$400,000	\$0	\$0	\$234,219	\$0	\$0	\$0
Totals		\$414,767	\$585,000	\$1,540,370	\$30,000	\$354,848	\$0	\$0	\$0

Utilities & Fuel

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021		
							Dept Head	Mgr's Rec	City Council Rec
Totals		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Other Operating Costs

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/20	FY2021		
							Dept Head	Mgr's Rec	City Council Rec
60501	Operating Supp/Eqt Non-Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60604	Road Construc/Improve Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$230,000
60704	Facade Improvement Grant Ex	\$56,110	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60750	Bond Principal Expense	\$101,044	\$138,000	\$138,000	\$141,545	\$94,364	\$145,084	\$145,084	\$145,084
60751	Bond Interest Expense	\$48,956	\$62,000	\$62,000	\$58,455	\$38,970	\$54,916	\$54,916	\$54,916
60799	Transfer Out to Other Funds	\$71,808	\$235,000	\$235,000	\$60,000	\$90,000	\$60,000	\$60,000	\$65,000
Totals		\$277,918	\$435,000	\$435,000	\$260,000	\$223,333	\$260,000	\$260,000	\$495,000



City of Biddeford, Maine

FY2021 Revenue

Route 111 Mill TIF Fund

	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/19	FY2021		
						Dept Head	Manager's Rec	City Council Rec
Taxes	\$918,905	\$918,905	\$995,039	\$956,789	\$1,021,091	\$956,790	\$956,790	\$1,265,036
Licenses, permits and fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer in from other funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lease Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Use of fund balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

TOTALS:

\$918,905	\$918,905	\$995,039	\$956,789	\$1,021,091	\$956,790	\$956,790	\$1,265,036
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Account Number		FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/19	FY2021		
							Dept Head	Manager's Rec	City Council Rec
<u>Taxes</u>									
40100	Current Property Tax Revenue	\$918,905	\$918,905	\$995,039	\$956,789	\$1,021,091	\$956,790	\$956,790	\$1,265,036
	Total taxes	\$918,905	\$918,905	\$995,039	\$956,789	\$1,021,091	\$956,790	\$956,790	\$1,265,036

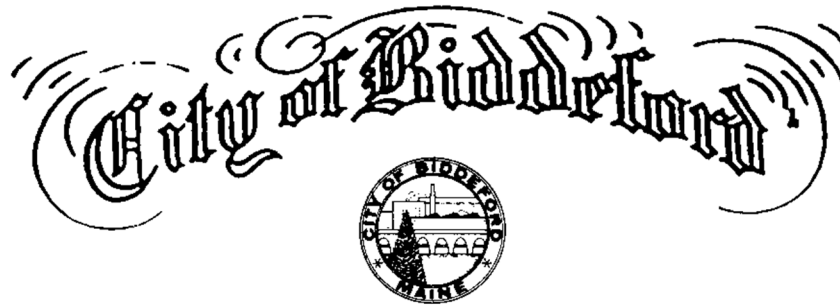
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/19	FY2021		
							Dept Head	Manager's Rec	City Council Rec
<u>Licenses, Permits & Fees</u>									
	Total licenses, permits & fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/19	FY2021		
							Dept Head	Manager's Rec	City Council Rec
<u>Intergovernmental</u>									
	Total intergovernmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/19	FY2021		
							Dept Head	Manager's Rec	City Council Rec
<u>Investment Income</u>									
40500	Investment Income Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total investment income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/19	FY2021		
							Dept Head	Manager's Rec	City Council Rec
<u>Other Revenue</u>									
	Total other revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

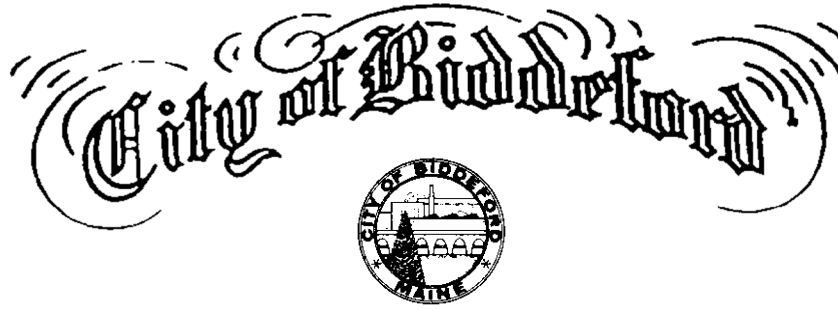
Account Number	Description	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 YTD 01/31/19	FY2021		
							Dept Head	Manager's Rec	City Council Rec
<u>Transfers in from other funds</u>									
40801	Transfer in from Other Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total venue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



2020.66

IN BOARD OF CITY COUNCIL... AUGUST 4, 2020

BE IT ORDERED, that City Manager, James Bennett's appointment of *Alison Garrison* as Finance Director for the City of Biddeford, be confirmed.



2020.67

IN BOARD OF CITY COUNCIL...AUGUST 4, 2020

WHEREAS, City ordinance declares it necessary and conducive to the protection of the public health, safety, welfare and convenience of the City to collect charges, referred to as sewer user fees, from all users who contribute wastewater to the City's treatment works; and,

WHEREAS, the sewer user fees are collected and deposited in a non-lapsing fund known as the "Sewer System Operation, Maintenance Replacement Fund and Debt Retirement Fund"; and,

WHEREAS, the proceeds of such fees so derived are used for the purpose of operating and maintaining the public wastewater treatment works and providing for future needs; and,

WHEREAS, the City Council is authorized to review and, if necessary, revise the sewer fees used as the basis for sewer fee billing; and,

WHEREAS, the creation of a new category covering multiunit facilities was reviewed and authorized by the Finance Committee on February 18, 2020; and,

WHEREAS, the new category is now in place allowing for data downloads from Maine Water relative to sewer user fees used as the basis for sewer use fee calculations;

NOW THEREFORE BE IT ORDERED, that the following rate structure be adopted:

Code	Svc	Type	Frequency	MinVolume (100 CF)	MAXVolume (100 CF)	Proposed Budgeted Rate	Proposed Budgeted Min Charge
30ResidentialMon1	30	Residential	Mon	-	392		\$ 18.43
30ResidentialMon2	30	Residential	Mon	393	1,666	\$ 6.39	
30ResidentialMon3	30	Residential	Mon	1,667	Unlimited	\$ 6.71	
30MultiUnitMon1	30	Residential	Mon	-	392		\$ 19.82
30MultiUnitMon2	30	Residential	Mon	393	1,666	\$ 6.88	
30MultiUnitMon3	30	Residential	Mon	1,667	Unlimited	\$ 7.22	
40ResidentialQtr1	40	Residential	Qtr	-	1,175		\$ 55.22
40ResidentialQtr2	40	Residential	Qtr	1,176	5,000	\$ 6.39	
40ResidentialQtr3	40	Residential	Qtr	5,001	Unlimited	\$ 6.71	
40MultiUnitQtr1	40	Residential	Qtr	-	1,175		\$ 59.38
40MultiUnitQtr2	40	Residential	Qtr	1,176	5,000	\$ 6.88	
40MultiUnitQtr3	40	Residential	Qtr	5,001	Unlimited	\$ 7.22	
50CommercialMon1	50	Commercial	Mon	-	425		\$ 30.72
50CommercialMon2	50	Commercial	Mon	426	1,667	\$ 7.23	
50CommercialMon3	50	Commercial	Mon	1,668	4,167	\$ 7.99	
50CommercialMon4	50	Commercial	Mon	4,168	Unlimited	\$ 8.64	
50MultiUnitMon1	50	Commercial	Mon	-	425		\$ 30.72
50MultiUnitMon2	50	Commercial	Mon	426	1,667	\$ 7.23	
50MultiUnitMon3	50	Commercial	Mon	1,668	4,167	\$ 7.99	
50MultiUnitMon4	50	Commercial	Mon	4,168	Unlimited	\$ 8.64	
60CommercialQtr1	60	Commercial	Qtr	-	1,275		\$ 92.16
60CommercialQtr2	60	Commercial	Qtr	1,276	5,000	\$ 7.23	
60CommercialQtr3	60	Commercial	Qtr	5,001	12,500	\$ 7.99	
60CommercialQtr4	60	Commercial	Qtr	12,501	Unlimited	\$ 8.64	
60MultiUnitQtr1	60	Commercial	Qtr	-	1,275		\$ 92.16
60MultiUnitQtr2	60	Commercial	Qtr	1,276	5,000	\$ 7.23	
60MultiUnitQtr3	60	Commercial	Qtr	5,001	12,500	\$ 7.99	
60MultiUnitQtr4	60	Commercial	Qtr	12,501	Unlimited	\$ 8.64	



City Council

Meeting Date: August 4, 2020

Meeting Time: 6:00 pm

Agenda Item No: 5.b

Item Description: 2020.67) Authorization/Sewer User Fees

Submitted by: Brian S. Phinney, COO

Supporting Information/Documentation:

Order 2020.67) Approval/FY21 Sewer User Fees

20200121 Finance Committee Minutes – January 21, 2020

20200218 Finance Committee Minutes – February 18, 2020

20200218 Sewer User Fees – Finance Committee - February 18, 2020

Key Terms:

N/A

Executive Summary:

The Finance Committee reviewed the proposed sewer user fees for FY20 in January and February 2020. The sewer user fees included the creation of new billing categories for multiunit residential facilities and rate increases. As part of the review, the Finance Committee authorize an expenditure for Maine Water to create the new billing codes to facilitate usable data downloads. The new billing codes are now in place. Adoption of the billing codes and increases will allow billing to occur. The new categories and fees are considered in the FY21 budget.

Detailed Review:

The minutes for the January 21, 2020 Finance Committee meeting (attached) provide history on the deficit within the wastewater fund and justification for creation of a new billing category for multiunit facilities. The minutes from the February 18, 2020 Finance Committee meeting reflect creation of a new category within Munis for billing purposes. As background, the City receives billing data from Maine Water on usage. The City uses the data to prepare invoice for sewer use. The data that Maine Water provides integrates directly with Munis, the City's accounting and billing software, thus Maine Water's data needs to be provided in a format compatible with the City's billing codes. The billing codes are now in place and available. Adopting the sewer use fee schedule will complete the process.

Funding Source:

No funding source required. Sewer user fees are a revenue.

Staff Recommendation:

Adopt the sewer user fee schedule presented to the Finance Committee in January/February 2020.
Invoicing to commence at the next regular billing cycle for each category.

Fiscal Year 2021 Proposed Sewer Rates

Assumptions

Data Increase

Residential	2.3%
Residential/MultiUnit	10.0%
Commercial	2.8%
Commercial/MultiUnit	2.8%
Total	0.0%

\$ 44,609.87	Difference from 0% increase	
\$ 61,777.04	Difference from 0% increase	\$ 106,386.91
\$ 47,098.15	Difference from 0% increase	
\$ 518.60	Difference from 0% increase	\$ 47,616.75
\$ 154,003.67	Difference from 0% increase	

Current Rates and Proposed New Rates

Code	Svc	Type	Frequency	MinVolume (100 CF)	MAXVolume (100 CF)	Current Rate	Current Min Charge	Proposed Budgeted Rate	Proposed Budgeted Min Charge	Increase	Increase per 100
30ResidentialMon1	30	Residential	Mon	-	392		\$ 18.02		\$ 18.43	\$ 0.41	\$ 0.10
30ResidentialMon2	30	Residential	Mon	393	1,666	\$ 6.25		\$ 6.39		\$ 0.14	
30ResidentialMon3	30	Residential	Mon	1,667	1,000,000,000	\$ 6.56		\$ 6.71		\$ 0.15	
30MultiUnitMon1	30	Residential	Mon	-	392		\$ 18.02		\$ 19.82	\$ 1.80	\$ 0.45
30MultiUnitMon2	30	Residential	Mon	393	1,666	\$ 6.25		\$ 6.88		\$ 0.63	
30MultiUnitMon3	30	Residential	Mon	1,667	1,000,000,000	\$ 6.56		\$ 7.22		\$ 0.66	
40ResidentialQtr1	40	Residential	Qtr	-	1,175		\$ 54.18		\$ 55.43	\$ 1.25	\$ 0.10
40ResidentialQtr2	40	Residential	Qtr	1,176	5,000	\$ 6.25		\$ 6.39		\$ 0.14	
40ResidentialQtr3	40	Residential	Qtr	5,001	1,000,000,000	\$ 6.56		\$ 6.71		\$ 0.15	
40MultiUnitQtr1	40	Residential	Qtr	-	1,175		\$ 54.18		\$ 59.60	\$ 5.42	\$ 0.45
40MultiUnitQtr2	40	Residential	Qtr	1,176	5,000	\$ 6.25		\$ 6.88		\$ 0.63	
40MultiUnitQtr3	40	Residential	Qtr	5,001	1,000,000,000	\$ 6.56		\$ 7.22		\$ 0.66	
50CommercialMon1	50	Commercial	Mon	-	425		\$ 29.88		\$ 30.72	\$ 0.84	\$ 0.21
50CommercialMon2	50	Commercial	Mon	426	1,667	\$ 7.03		\$ 7.23		\$ 0.20	
50CommercialMon3	50	Commercial	Mon	1,668	4,167	\$ 7.77		\$ 7.99		\$ 0.22	
50CommercialMon4	50	Commercial	Mon	4,168	1,000,000,000	\$ 8.40		\$ 8.64		\$ 0.24	
50MultiUnitMon1	50	Commercial	Mon	-	425		\$ 29.88		\$ 30.72	\$ 0.84	\$ 0.21
50MultiUnitMon2	50	Commercial	Mon	426	1,667	\$ 7.03		\$ 7.23		\$ 0.20	
50MultiUnitMon3	50	Commercial	Mon	1,668	4,167	\$ 7.77		\$ 7.99		\$ 0.22	
50MultiUnitMon4	50	Commercial	Mon	4,168	1,000,000,000	\$ 8.40		\$ 8.64		\$ 0.24	
60CommercialQtr1	60	Commercial	Qtr	-	1,275		\$ 89.65		\$ 92.16	\$ 2.51	\$ 0.21
60CommercialQtr2	60	Commercial	Qtr	1,276	5,000	\$ 7.03		\$ 7.23		\$ 0.20	
60CommercialQtr3	60	Commercial	Qtr	5,001	12,500	\$ 7.77		\$ 7.99		\$ 0.22	
60CommercialQtr4	60	Commercial	Qtr	12,501	1,000,000,000	\$ 8.40		\$ 8.64		\$ 0.24	
60MultiUnitQtr1	60	Commercial	Qtr	-	1,275		\$ 89.65		\$ 92.16	\$ 2.51	\$ 0.21
60MultiUnitQtr2	60	Commercial	Qtr	1,276	5,000	\$ 7.03		\$ 7.23		\$ 0.20	
60MultiUnitQtr3	60	Commercial	Qtr	5,001	12,500	\$ 7.77		\$ 7.99		\$ 0.22	
60MultiUnitQtr4	60	Commercial	Qtr	12,501	1,000,000,000	\$ 8.40		\$ 8.64		\$ 0.24	

City of Biddeford
Finance Committee Meeting Minutes
January 21, 2020

The meeting was called to order at 5:00 p.m. by the Chair, Councilor John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Stephen St. Cyr, Councilor Mike Ready, City Manager James Bennett, Finance Director Cheryl Fournier, and City Clerk Carmen Morris.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes of January 7, 2020.

Motion by Councilor Ready to approve the minutes as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Authorization/Appropriation of Funds for Summer Weekly Music Events in Mechanics Park

Motion by Councilor Ready to recommend the appropriation of funds for the Summer Weekly Music Events in Mechanics Park, seconded by Councilor St. Cyr.

Discussion: Councilor Ready asked about the private sponsorship. Councilor McCurry noted it is not the same, this is brought forward by Councilor Lessard to have another night of music in the Park. Councilor St. Cyr noted there is other money and is not in support it coming out of the Contingency Fund.

City Manager, Jim Bennett, explained the item noting this would be an augmentation to do a similar approach to what the City did with the flowers. He recommended they treat this the same way they treated the money for the intern and the summer help and not authorize the money to be spent. Authorize it to go into a Reserve Account.

Vote: all opposed.

Motion failed.

Sewer Rates Discussion/Presentation

Finance Director, Cheryl Fournier, gave a presentation with a little history on how the City got to the sewer rates and wanted to discuss now on the process and roll it the Council to make a decision. For about 10 years we were not meeting the budget expectations due to the double counting of the units for backouts, which was one of the biggest pieces. Wastewater owes the General Fund about \$2.6 million down about \$600,000.00 from FY18 which is a positive trend.

We did a 7.5% increase in the FY2020 budget. We discussed we would need a total of 12% and do it in a 2 year period. The intern did a lot of the auditing over the summer. Cheryl went over how many residential and commercial properties are connected to our sewer system, noting that changes every day. Some are billed quarterly and others are monthly. The monthly are mostly commercial properties. The rate increases on average about .5 to 2% increase every year in usage. She did only a .5 and noted we might be above .5 this year. Commercial rates are about 12% higher than residential rates. We estimated we needed \$170,000.00 worth of addition revenue in this FY2020 budget. One big question was the multi-units, only 18 of the 2,284 multi-units are considered commercial the rest are residential rates. The usage of residential units is higher and we don't know why (20 to 24 % more). With the increases it keeps the residential multi-units at 5% below the commercial rate. The average increase to a single-family home is approximately \$7.84 a year.

The Committee discussed what revenue would come back to the City. Cheryl explained revenue is estimated at just over \$3.9 million and we are working on expenses right now. She feels comfortable we will meet our current budget which is a plus.

The Finance Committee requested a formal fee structure be put together and brought back to the Committee for consideration before going to Council. The City Manager wanted to double check because some may require new categories being created beyond what the Water Company has. They will report at the next meeting. Cheryl would like to start working with the Water Company for it to be implemented on whatever date they decide on.

Other Business

Discussion Options for Financial Statements

Finance Director, Cheryl Fournier, explained the delay in getting the monthly financials out is getting the information from the School Department. She suggested putting together a shorter financial report which would not include the School Department Financials. This would allow the Committee to focus on the City Financials, which is what they have control over.

The Committee is concerned that they get only part of the City's Financial information. But Jim explained their legal role concerned with the School Budget. That is all controlled by the School Committee..

Councilor Ready would still like to see the data from the School Department every month, he agrees that the City Financial should not be held up.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:40 p.m.

City of Biddeford
Finance Committee Meeting Minutes
February 18, 2020

The meeting was called to order at 5:00 p.m. by the Chair, Councilor John McCurry.

Present: Chair, Council President, John McCurry, Mayor Alan Casavant, Councilor Stephen St. Cyr, Councilor Mike Ready, City Manager, James Bennett, Finance Director, Cheryl Fournier, and City Clerk, Carmen Morris.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes of February 4, 2020.

Motion by Councilor Ready to approve the minutes of February 4, 2020 as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

A. Approval/Wastewater User Fees

Finance Director, Cheryl Fournier talked to Maine Water Company to create a new category and was quoted \$675.00. The expenditure will come from the Sewer Department Expense.

Motion by Councilor Ready to approve the new User Rate Fees for FY2021, seconded by Councilor St. Cyr.

Discussion: Councilor McCurry is not sure about this at this point

Vote: 3-1: Councilor McCurry opposed.

Motion carried 3-1.

B. Authorize/Contract for 3 Lincoln Park Design Plan/Richardson & Associates Landscape Architects

Motion by Councilor St. Cyr to recommend the Contract with Richardson & Associates Landscape Architects for the 3 Lincoln Park Design Plan, seconded by Mayor Casavant.

Discussion: Councilor Ready was looking for more information and asked the DDC for an RFQ.

City Manager explained they moved the money to create the budget item. The general rule is to ask a firm for a request of qualifications and we do not go through a bid.

Councilor McCurry explained this item is also on the Council Agenda.

Planning & Development Director, Mat Eddy explained that they received five proposals that were submitted and reviewed by the DDC. Two of the companies were interviewed by the DDC and Richardson & Associates was selected. Since we developed a contract with a specific work program based on the \$15,000.00 that was approved to move forward with the project. Funding is coming from the Route 111 Mill Redevelopment TIF.

Councilor McCurry has concerns about the total cost and would like to see the whole picture.

The City Manager explained how the green space would be designed on the project. There are some concerns about the design and what the space would be used for.

Councilor Ready would support sending it to the Council and noted Council had not directed the DDC to do an RFQ for the project.

Vote: unanimous.
Motion carried 4-0.

Other Business

Councilor St. Cyr asked if a presentation will be made prior to budget season in regards to Financing. The City Manager explained everything will be explained during his budget presentation on March 5th.

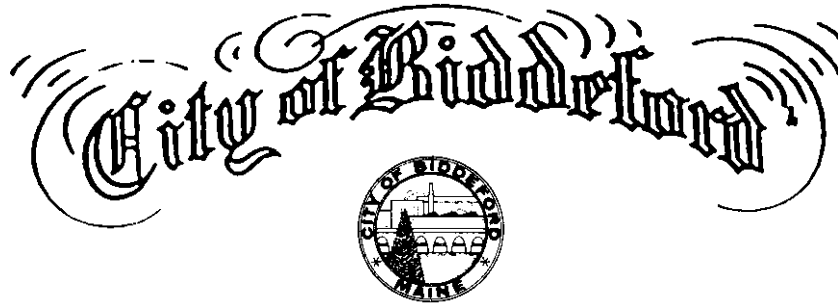
Councilor McCurry noted in the audit there is about \$36,000.00 in personal property not paid, and asked to get a list of those who have not paid and how much has been paid in personal property. Also, how does the City cover the unpaid property taxes? James Bennett explained that the City budgets for the current year taxes. We do not budget for the prior year taxes and prior year leans.

Councilor Ready asked for an update on how personal property tax is assessed, and what is the Assessor's Office procedure for ensuring all businesses are being assessed.

Councilor McCurry asked for a list of all the non-profits in the City, the valuation of them, and what PILOT program is in place.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.

Vote: unanimous.
Motion carried 4-0.
Adjourned at 5:20 p.m.



2020.68 **IN BOARD OF CITY COUNCIL...AUGUST 4, 2020**
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, **Chapter 58, Solid Waste, Article II. Collection, Sec. 58-35 Portable receptacle**, be amended by adding or ~~deleting~~ to read as follows:

ARTICLE II. COLLECTION

Sec. 58-35. Portable receptacles.

- (a) The Public Works Department shall issue two designated collection containers, color-coded, to each residential dwelling unit receiving municipal waste collection and curbside recycling collection: one container, approximately 35 gallons, shall be for acceptable municipal solid waste, and one container, approximately 65 gallons, shall be for acceptable recyclable materials; except that grandfathered facilities, except grandfathered condominium facilities, shall not receive designated municipal solid waste containers and shall place acceptable municipal solid waste in designated bags for curbside collection. Designated recycling containers shall be assigned to grandfathered facilities, subject to space limitations, as determined by the Director of Public Works.
[Amended 3-3-2015 by Ord. No. 2015.10]

- (1) Weekly collection of acceptable municipal solid waste shall be limited to the volume of the designated municipal solid waste container such that the waste shall not spill out of the container or prevent the cover from closing.
- a. Overflow.
- (i) Overflow shall not be collected unless contained within a designated bag made available to residents on a fee-per-bag basis. The overflow bag may be placed on or adjacent to the designated municipal waste container or in a container separate from the designated municipal solid waste container.
- (ii) If overflow is placed in a separate container, the container shall not be larger than 45 gallons or weigh in excess of 35 pounds.

b. Alternative Voluntary Solid Waste Service.

- (i) As an alternative to purchasing designated bags for overflow, eligible entities, ~~other than grandfathered facilities,~~ may request, and if approved, rent an alternative designated solid waste container to increase solid waste capacity and reduce or eliminate the need for purchasing designated bags for overflow.
 - (ii) The alternative designated container shall replace the 35 gallon solid waste container and increase solid waste capacity to 65 gallons.
 - (iii) The alternative designated solid waste container shall be available for an initial annual fee of \$122.00. Payment may be made annually or semi-annually with the initial payment payable prior to receipt of the alternate designated solid waste container.
 - c. The City Council shall establish the overflow bag price and alternate solid waste container price, which may be adjusted.
 - d. The Director of Public Works shall maintain and make available a list of the locations at which residents may purchase overflow bags and alternative solid waste containers. The list and pricing shall be made available upon request, shall be posted to the City website, and shall be otherwise available as may be directed by the City Council.
 - e. Overflow restrictions may be waived during designated emergency collection schedules as defined in Section **58-7(4)**.
- (2) Weekly collection of acceptable recyclable materials placed in the designated recycling container shall not spill out of the container or prevent the cover from closing.
- (b) Each designated container shall remain the sole property of the City of Biddeford and may not be moved to any other location.
 - (c) Residents may request larger or additional designated recycling containers from the Director of Public Works for good cause as determined by the Director of Public Works. Requests of any other nature shall be evaluated through the variance process.



City Council

Meeting Date: August 4, 2020

Meeting Time: 6:00 p.m

Agenda Item No: 5.c.

Item Description: 2020.68) Amend/Ch. 58, Solid Waste/Sec. 58-35 Portable
Receptacles/Alternative Voluntary Solid Waste Service – Grandfathered
Facilities

Submitted by: Jeff Demers

Supporting Information/Documentation:

Order 2020.68) Ordinance Amendment Chapter 58-35

Executive Summary:

This is being brought forward do to an oversight by city administration staff. The grandfathered facilities were inadvertently excluded from the ability to participate in the program designed to reduce the number of orange overflow bags. This order corrects the oversight.

Detailed Review:

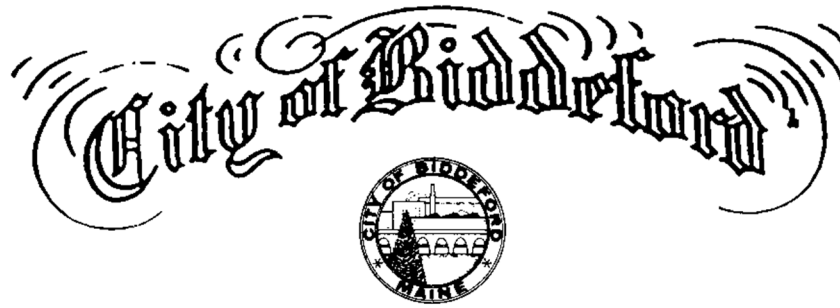
This order addresses a change to allow the grandfathered units access to the Alternative Voluntary Solid Waste Service. Specifically, through an oversight the grandfathered facilities are currently excluded from participating in the program the allows rental of a larger 65-gallon solid waste tote as an alternative to the individual purchase of orange overflow bags curbside.

Funding Source

Program fees cover the cost of container rental and disposal.

Staff Recommendation:

Approve change.



2020.69

IN BOARD OF CITY COUNCIL..AUGUST 4, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve the Capital Improvement Projects Master Plan allocation for FY21, in the amount of **\$1,122,500** as recommended by the Capital Projects Committee. (see attached list)



City Council

Meeting Date: August 4, 2020

Meeting Time: 6:00 pm

Agenda Item No: 5.d.

Item Description: 2020.69) Approval/Capital Improvement Projects FY21 Budget Allocation

Submitted by: Brian S. Phinney, COO

Supporting Information/Documentation:

FY21 Proposed CIP Allocations

Proposed Paving List

Key Terms:

N/A

Executive Summary:

The June 18th approved FY21 fiscal budget included \$1,361,047 for capital expenditures and paving. The original budget proposal as submitted added \$500,000 to the FY20 CIP expenditure for a total of \$2,015,547. In light of Covid-19 impacts and a concerted effort to reduce risk and uncertainty, the revised budget removed the additional \$500,000 and created a 3rd quarter FY21 deferment of \$150,000 of capital expenditures.

Recommendations for allocation of CIP allocation are included as attachments. The CIP and Paving Plans were approved by the Capital Projects/Operations Committee.

Detailed Review:

The FY21 capital expenditure plan of \$1,361,047 is divided into three general categories that cover, projects, vehicle replacements, and paving.

- 18 projects are recommended for a total allocation of ____ \$625,995
- Vehicle purchases/leasing totals _____ \$265,000
- Capital paving totals _____ \$470,052

The project list covers one-time projects, accruals for future completion of projects to reduce the single-year financial impact, and a combination of the two. The vehicle purchase/lease allocation covers vehicle down payments and or cash payment for vehicles and leasing for the fiscal year. Vehicle cost, finance rates, and lease terms are considered in order to determine the exact configuration of down payment, lease term, or cash payment. The paving list covers 15 street and considers available funds, relative conditions of streets, and location in determining the priority. The 2019 StreetScan survey added a level of detail

to the street condition assessment that could not have otherwise been achieved through the traditional visual observation protocol.

Funding Source:

FY21 Fiscal Budget CIP Allocation

Staff Recommendation:

Staff recommends approval of the CIP allocation and paving plan as presented.

Capital Projects/Operations Committee FY2021 Proposed CIP Allocations

Airport		Priority	Requested Amount	Proposed Allocation	Committee Rec
			-	-	-
City Hall			Requested Amount	Proposed Allocation	Committee Rec
Finance/Tax					
None					
General Government					
CH-03	Saco River/Wood Island Debris		100,000	50,000	
Human Resources					
None					
Technology					
CH-04	Backup Node		28,000	28,000	
CH-05	Bomgar Appliance Replacement		2,500	2,500	
CH-06	BPD Server Migration		10,000	10,000	
CH-07	Cyber Security Penetration		8,700	8,700	
CH-08	File Server Replacement		17,667	17,667	
CH-09	Hyperconverge Equipment Mgmt Program		14,506	14,506	
CH-10	Phone System Upgrade		24,333	24,333	
CH-11	Public Works Camera Upgrade		19,995	19,995	
CH-12	Switch Replacement Program		11,996	11,996	
CH-13	Universal Power Supply (UPS)		5,817	5,817	
CH-14	WiFi Device Replacement Program		481	481	
			243,995	193,995	-
Engineering			Requested Amount	Proposed Allocation	Committee Rec
ENG-01	Cross Walks/Bump Outs - Lower Main Street		315,000		
ENG-03	Electrical - Lincoln Street		150,000	150,000	
ENG-05	Green Infrastructure - Install LID		200,000		
ENG-08	Intersection - Hill/Main/Water St		150,000		
ENG-09	Pavement - Pool St		261,000		
ENG-11	River Wall Repair - Mechanics Park		60,000		
ENG-12	River Wall Repair - Adjacent to Riverwalk		500,000		
ENG-13	Sidewalks - Adams		200,000		
ENG-19	Thatcher Brook Phase 2A		40,000	40,000	
ENG-20	Thatcher Brook Watershed Mgmt Plan Phase II		95,000		
ENG-22	Utilities - Pearl St		2,555,000		
			4,526,000	190,000	-
Facilities			Requested Amount	Proposed Allocation	Committee Rec
FAC-03	City Hall-Window Replacement		25,000	50,000	
FAC-04	Communitiy Center-Card Access		15,500		
FAC-14	May Field-LED Lights		8,475		
FAC-17	Public Works-City Radio Box		25,000		
FAC-20	Public Works-Salt Barn Lean To Addition		175,000		
			248,975	50,000	-
Fire Dept			Requested Amount	Proposed Allocation	Committee Rec
FD-01	Apparatus Floor Cleaning Machine		18,000		
FD-04	EMS Equipment		67,000	67,000	
			85,000	67,000	-
McArthur Library			Requested Amount	Proposed Allocation	Committee Rec
ML-02	Carpeting Replacement		5,000		
ML-05	Painting of 1863 Entrance		3,900		
ML-06	Painting of Public Stairwell		1,100		
	Reserve Account for Replacment Vests		1,100		
			11,100	-	-
Police			Requested Amount	Proposed Allocation	Committee Rec
PD-02	Radio Project (Reserve)		4,200,000	75,000	
			4,200,000	75,000	-
Public Works			Requested Amount	Proposed Allocation	Committee Rec
Fire	Ambulance		268,500		
Public Works	Single Axel Dump Truck		200,000		
Public Works	4x4 SUV		35,000		
Public Works	Front End Loader		195,000		
Public Works	Sidewalk Tractor		170,000		
Engineering	Vehicle		30,000		
Recreation	12 passanger van		40,000		
PW-01 [Note]	5 Year Vehicle/Equipment Replacement Program		938,500	265,000	
PW-02	Capital Paving Program (see attachment)		1,088,547	470,052	
PW-04	Tree Management Plan		20,000		
PW-05	Sidewalks		50,000		
			2,097,047	735,052	-
Recreation			Requested Amount	Proposed Allocation	Committee Rec
REC-01	Clifford Park		21,000		
REC-04	Doran Field		12,000		
REC-10	Park Signage		8,000		
REC-14	Pre-K Program		15,000		
REC-16	Rotary Park Complex		139,000		
REC-18	St Louis Field Complex		45,000	50,000	
REC-19	Trash Cans		1,400		
REC-N1	City Manager Adjustment		(91,400)		
			150,000	50,000	-
Total			11,562,117	1,361,047	-
Note:					
June 18, 2020 Aproved Allocation			1,361,047		
General Fund	City Vehicles *(see detail above)		938,500		
School Dept.	School Bus		92,000		
School Dept.	School Bus		92,000		
PW-01	Total FY2021 CIP Program (city & school)		1,122,500		

FY21 CIP Paving Program – Proposed \$470,052

Mason Street Bradbury/Elm

Paquin Avenue

Sheltra Street

Gove Street

High Street

Center Street

Calaxite Ln

Emery Street

Westfield Street

Foss Street

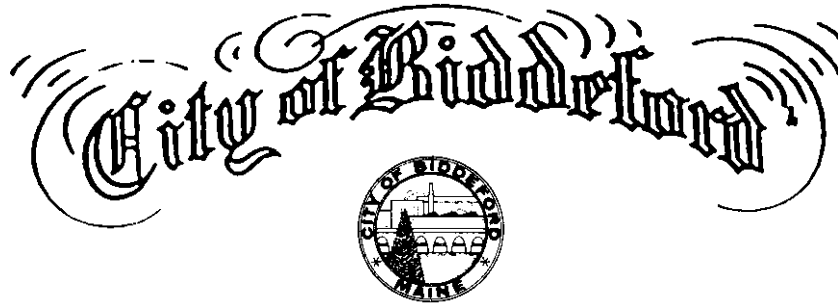
Tibbets Street

Bald Avenue

Grason Street

Deer Run

Abby Lane



2020.71 **IN BOARD OF THE CITY COUNCIL.....AUGUST 4, 2020**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby accept the 2020 Edward Byrne Memorial Justice Assistance Grant (JAG), which has been awarded by the U.S. Department of Justice to the Biddeford Police Department. The Police Department will use this grant money to purchase 3 WatchGuard 4RE cruiser camera systems and 4 radar units, replacing aging and out of warranty units.

NOTE: A stipulation of this Grant is that these funds, or any part thereof may not be used to supplant the Police Department budget. This is a direct Grant, which requires no matching funds, or in-kind contributions. Grant is in the amount of \$24,397.00 and must be officially approved by the city council in order to receive funds.



City Council

Meeting Date: August 4, 2020

Meeting Time: 6:00 p.m.

Agenda Item No: 5.f

Item Description: 2020.71) Acceptance of Byrne Grant JAG 2020

Submitted by: Roger P. Beaupre, Chief of Police

Supporting Information/Documentation:

Key Terms:

JAG – Justice Assistance Grant Program

Executive Summary:

In general, JAG funds awarded to a unit of local government under this FY 2020 solicitation may be used to provide additional personnel, equipment, supplies.

Additionally, JAG funds awarded to a unit of local government under this FY 2020 solicitation may be used to enforce state and local laws that establish offenses similar to offenses established in 21 U.S.C. § 801 *et seq.* and/or to improve the functioning of the criminal justice system, with emphasis on violent crime and serious offenders, by providing additional personnel, equipment, training, technical assistance, and information systems.

Detailed Review:

PROGRAM OVERVIEW: The Edward Byrne Memorial Justice Assistance Grant (JAG) Program was created as part of the Consolidated Appropriations Act of 2005, which merged the discretionary Edward Byrne Memorial Grant Program with the formula-based Local Law Enforcement Block Grant (LLEBG) program. The JAG Program, administered by the Bureau of Justice Assistance (BJA), is the leading federal source of criminal justice funding to state and local jurisdictions

Each year the Bureau of Justice Assistance awards the Byrne Grants (JAG) to local units of government, and the amount is determined by a variety of different factors, including but not limited to, Uniform Crime Reporting (UCR) data, and the amount awarded by Congress.

As a condition of the award, the city council must officially accept the award as the first step. Once that is done, we are required to post the award and solicit public input as to recommended uses. Once that is done, we must submit an actual application to BJA that identifies what we will using the funds for, and get formal BJA approval regarding qualified expenditure before we can expend any of these funds. The application must be received by BJA not later than midnight on August 19, 2020.

REPORTING REQUIREMENTS: JAG recipients are required to submit quarterly performance metrics reports, quarterly Federal Financial Reports (SF-425s) and semi-annual programmatic performance reports depending on award year.

Funding Source:

Federal Grant that requires no matching funds.

Question 3: Total Suggested Amount

	Average	Responses					
Community Center	\$1,777,778	6	4	0	0	6	
Other Municipal Bldg	\$1,000,000	3	3	1	1	1	
Other Municipal Non-Bldgs	\$944,444	3	1	3	1	0.5	
Public Safety Radios	\$1,166,667	4.5	0	2	4		
City Hall	\$4,555,556	7	7	5	5	5	12
Westerly Access to Sewer	\$1,888,889	0	7.5	7	2.5	0	
Roads & Sidewalks	\$3,277,778	7.5	7.5	3	3	2.5	3
CSO General	\$8,944,444	5	15	15	5	10	2.5
CSO Matching	\$2,055,556	2	2	2	2	2	2.5

3		
8	10	10
2	2	2

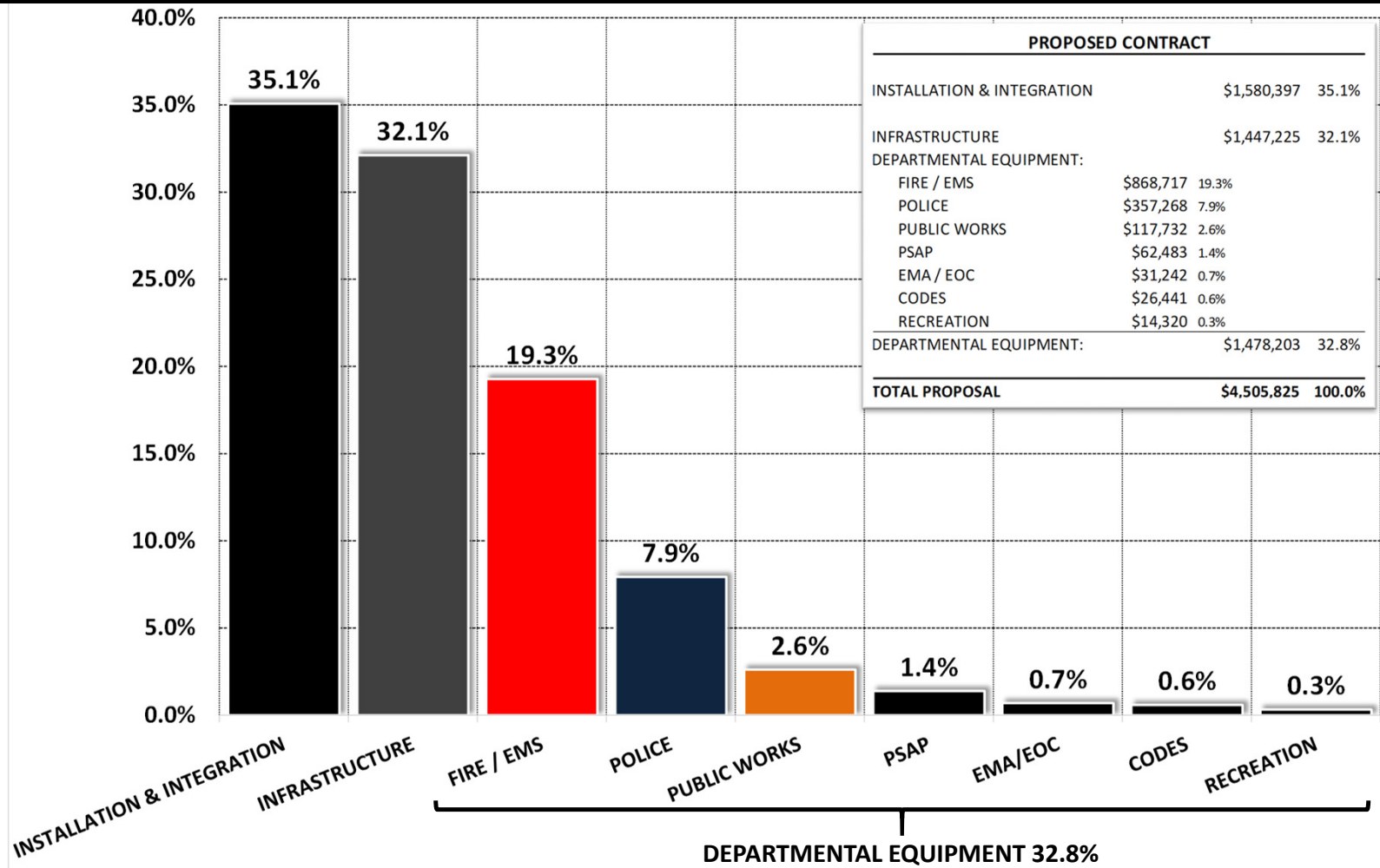
PROPOSED CONTRACT OF \$4,505,825

CONTRACT PRICING

Equipment and Services	Price
Fixed Network Infrastructure Cost Per NASPO Value-Point Contract	\$2,070,063.00
Subscriber Radio Cost Per NASPO Value-Point Contract	\$2,257,463.00
Installation and Integration Costs per NASPO Value-Point Contract:	\$1,912,855.00
▪ Engineering	
▪ Installation Services (Fixed and Subscriber Installation Cost)	
▪ Systems Integration Services	
▪ Project Management Services	
▪ Site Improvement Services	
▪ Training	
▪ 24 x 7 First Year Warranty	
▪ System Staging	
System Sale Price Per NASPO Value-Point Contract	\$6,240,421.00
12 Month Interest Free Lease	Included
Contract Execution	-\$384,597.00
System Replacement Discount	-\$700,000.00
Subscriber Discount	-\$650,000
Equipment and Services Total Per NASPO Value-Point Contract with Incentives	\$4,505,824.00

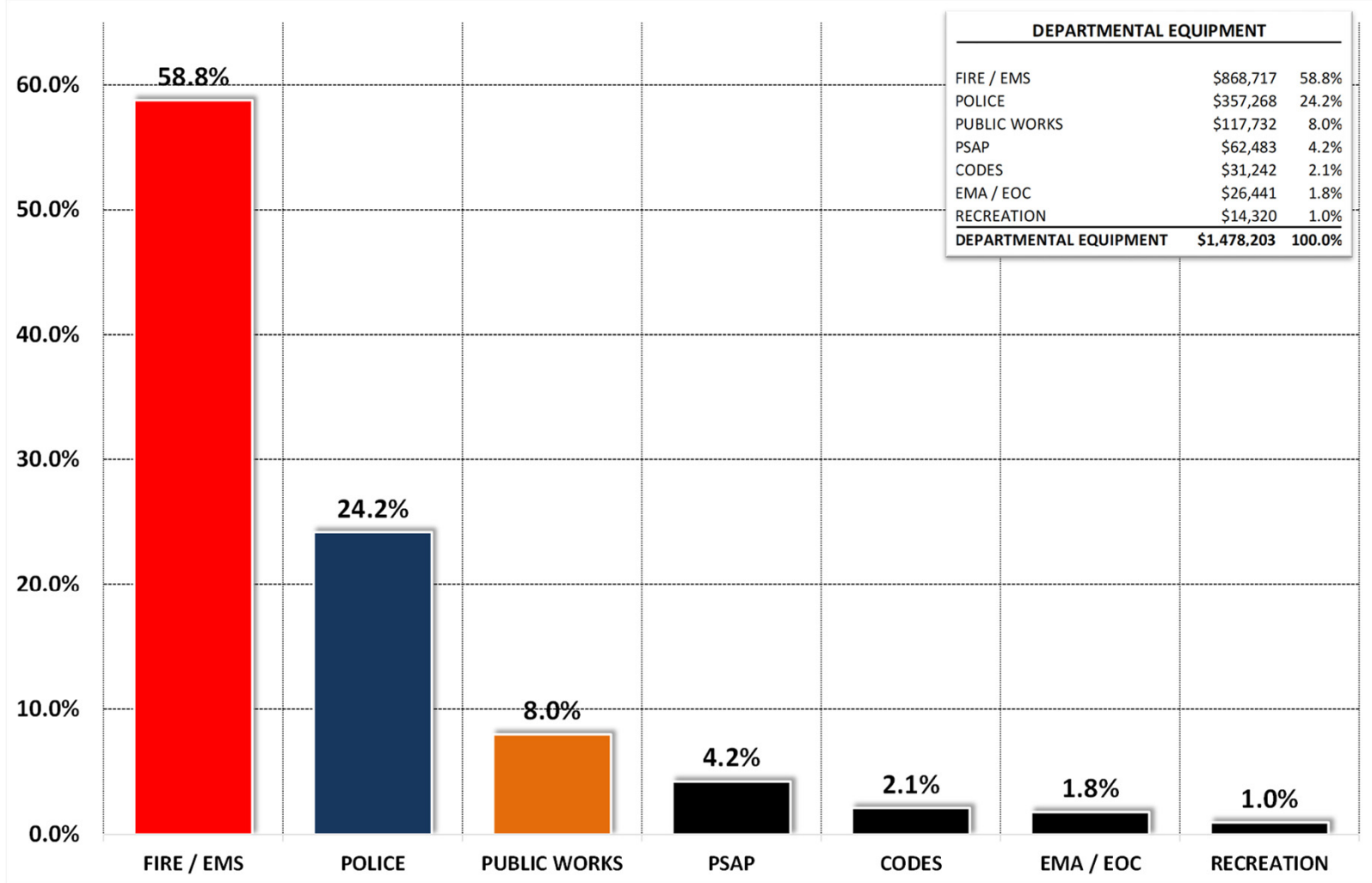
INSTALLATION & INTEGRATION	\$1,580,397	35%
INFRASTRUCTURE	\$1,447,225	32%
DEPARTMENTAL EQUIPMENT	\$1,478,203	33%
TOTAL PROPOSED CONTRACT	\$4,505,825	100%

PROPOSED CONTRACT - \$4,505,825



8/4/2020

PROPOSED CONTRACT – DEPARTMENTAL EQUIPMENT - \$1,478,203

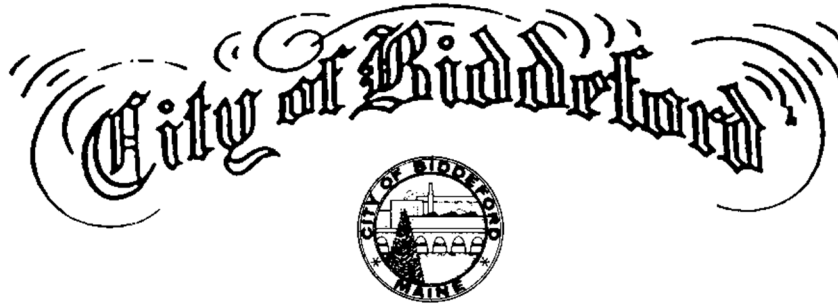


8/4/2020

3

\$2,548,288 IN EQUIPMENT DISCOUNTED TO \$1,478,202 (42% average discount)

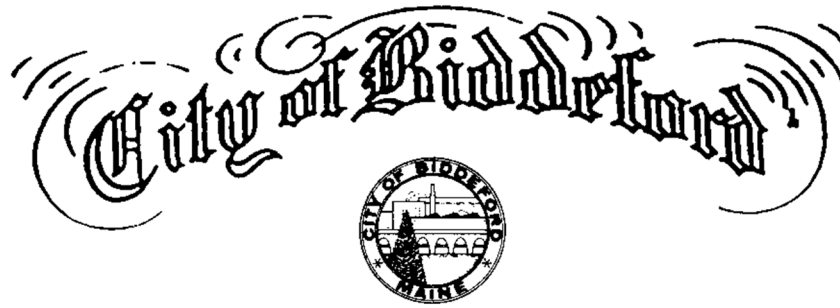
PROPOSED CONTRACT FOR DEPARTMENTAL EQUIPMENT ONLY		PSAP		POLICE		FIRE		PUBLIC WORKS		RECREATION		CODES		EMA / EOC		TOTALS	
DESCRIPTION	PRICE	units	\$s	units	\$s	units	\$s	units	\$s	units	\$s	units	\$s	units	\$s	units	\$s
DEPARTMENTAL EQUIPMENT																	
APX 8000 Portable Unit	\$6,619.65	0	\$0	61	\$403,799	0	\$0	0	\$0	4	\$26,479	5	\$33,098	0	\$0	70	\$463,376
APX 8000 Portable Unit XE	\$7,746.84	0	\$0	0	\$0	100	\$774,684	0	\$0	0	\$0	0	\$0	0	\$0	100	\$774,684
APX 8500 Mobile Unit	\$7,558.50	0	\$0	30	\$226,755	0	\$0	0	\$0	0	\$0	2	\$15,117	0	\$0	32	\$241,872
APX 8500 Mobile Unit XE	\$7,757.29	0	\$0	0	\$0	52	\$403,379	0	\$0	0	\$0	0	\$0	0	\$0	52	\$403,379
APX 1500 Mobile Unit	\$2,939.68	0	\$0	0	\$0	0	\$0	60	\$176,381	0	\$0	0	\$0	0	\$0	60	\$176,381
APX 1000 Portable Unit	\$4,037.84	0	\$0	0	\$0	0	\$0	12	\$48,454	0	\$0	0	\$0	0	\$0	12	\$48,454
Digital Vehicular Repeater System	\$13,576.14	0	\$0	1	\$13,576	10	\$135,761	0	\$0	0	\$0	0	\$0	0	\$0	11	\$149,338
Sub-Total - Departmental Equipment			\$0		\$644,130		\$1,313,824		\$224,835		\$26,479		\$48,215		\$0		\$2,257,483
CORE EQUIPMENT																	
MCD 5000 Desk-set with network gear	\$3,301.50	0	\$0	0	\$0	18	\$59,427	0	\$0	0	\$0	0	\$0	0	\$0	18	\$59,427
APX Consolettes	\$23,137.83	4	\$92,551	0	\$0	4	\$92,551	0	\$0	0	\$0	0	\$0	2	\$46,276	10	\$231,378
Sub-Total - Core Equipment			\$92,551		\$0		\$151,978		\$0		\$0		\$0		\$46,276		\$290,805
TOTAL EQUIPMENT AT STATE CONTRACT PRICING		\$s	\$92,551	\$644,130	\$1,465,803	\$224,835	\$26,479	\$48,215	\$46,276	\$2,548,288							
		% of Total	3.6%	25.3%	57.5%	8.8%	1.0%	1.9%	1.8%	100.0%							
PROJECT DISCOUNT		\$s	(\$13,983)	(\$174,911)	(\$342,327)	(\$68,026)	(\$7,557)	(\$13,395)	(\$6,991)	(\$627,189)							
		Discount %	15.1%	27.2%	23.4%	30.3%	28.5%	27.8%	15.1%	24.6%							
SYSTEM REPLACEMENT DISCOUNT		\$s	(\$10,382)	(\$72,253)	(\$164,422)	(\$25,220)	(\$2,970)	(\$5,408)	(\$5,191)	(\$285,846)							
		Discount %	11.2%	11.2%	11.2%	11.2%	11.2%	11.2%	11.2%	11.2%							
CONTRACT EXECUTION DISCOUNT		\$s	(\$5,704)	(\$39,698)	(\$90,337)	(\$13,857)	(\$1,632)	(\$2,972)	(\$2,852)	(\$157,051)							
		Discount %	6.2%	6.2%	6.2%	6.2%	6.2%	6.2%	6.2%	6.2%							
TOTAL OF ALL DISCOUNTS		\$s	(\$30,068)	(\$286,862)	(\$597,086)	(\$107,103)	(\$12,159)	(\$21,775)	(\$15,034)	(\$1,070,087)							
		Discount %	32.5%	44.5%	40.7%	47.6%	45.9%	45.2%	32.5%	42.0%							
PROPOSED CONTRCT DOLLARS		\$s	\$62,483	\$357,268	\$868,717	\$117,732	\$14,320	\$26,441	\$31,242	\$1,478,202							
		% of Total	4.2%	24.2%	58.8%	8.0%	1.0%	1.8%	2.1%	100.0%							



IN BOARD OF CITY COUNCIL..AUGUST 4, 2020

ORDERED, that I, Alan Casavant, Mayor of the City of Biddeford, do hereby appoint the following City Councilors to the **Social Service Budget Committee:**

**Michael Ready
Norman Belanger
Robert Quattrone, Jr.**



IN BOARD OF CITY COUNCIL...AUGUST 4, 2020

ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

**Bob Mills
10 Windsor Lane
Ward 4**

to the *Wastewater Management Commission*, for a term to expire in December 2023.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: 6/26/2020
Name: BOB MILLS
Street Address: 10 WINDSOR LANE
BIDDEFORD, ME 04005
Mailing Address:
(If different)

Phone Number(s): (207) 205-7977
Email Address: bjmills65@gmail.com

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|--|--|
| ☐ Airport Commission | ☐ Harbor Commission |
| ☐ Biddeford Fire Advisory Committee | ☐ Historic Preservation Commission |
| ☐ Biddeford Housing Authority | ☐ Planning Board |
| ☐ Biddeford Police Advisory Committee | ☐ Policy Committee |
| ☐ Board of Assessment Review | ☐ Project Canopy Committee |
| ☐ Cable T.V. Committee | ☐ Recreation Commission |
| ☐ Capital Projects Committee | ☐ Shellfish Conservation Committee |
| ☐ Conservation Commission | ☐ Solid Waste Management Commission |
| ☐ Downtown Development Commission | ☒ Wastewater Management Commission |
| ☐ Economic Improvement Commission | ☐ Zoning Board of Appeals |

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

ZBA Member Since 2017, CITY COUNCIL 2007-2017
BAR member & CHAIR Since 2017
CABLE TV COMMISSION - PAST member
TRANSIT COMMITTEE - PAST member
DDC - PAST member
CAPITAL PROJECTS - PAST member, POLICY COMMITTEE PAST member & CHAIR

Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

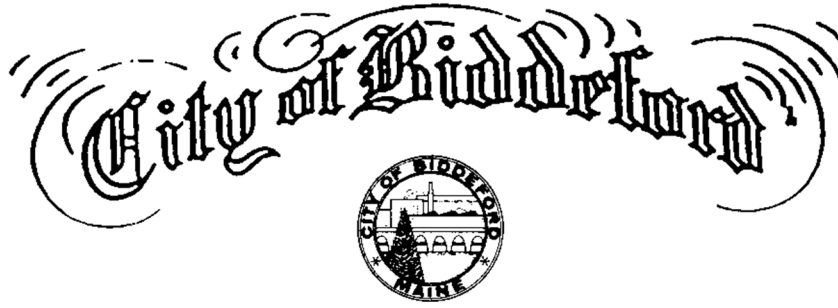
PAST member OF WASTEWATER COMMISSION

Please provide a brief statement describing your interest in serving the City of Biddeford.

I HAD A TIME CONSTRAINT PREVIOUSLY AND THAT DOESN'T
EXIST ANYMORE. I ENJOY SERVING ON THIS COMMITTEE AND
LOVE WORKING WITH THE STAFF & OTHER MEMBERS.

[Signature]

Attach any additional information to this application and return it to the City Clerk's Office.



IN BOARD OF CITY COUNCIL...AUGUST 4, 2020

ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

**Adam Causey
80 Foss Street
Ward 4**

to the *Downtown Development Commission*, for a term to expire in December 2023.

CITY OF BIDDEFORD

Application for City Committees, Commissions and Boards

Date: 07 / 28 / 2020

Name: ADAM CAUSEY

Street Address: 80 FOSS STREET
BIDDEFORD, MAINE 04005

**Mailing Address:
(if different)**

Phone Number(s): 207-468-3657

Email Address: ADAMJCAUSEY@GMAIL.COM

Which City Committee, Board or Commission do you request to be appointed to:

- | | |
|---|--|
| ☐ • Airport Commission | ☐ • Harbor Commission |
| ☐ • Biddeford Fire Advisory Committee | ☐ • Historic Preservation Commission |
| ☐ • Biddeford Housing Authority | ☐ • Planning Board |
| ☐ • Biddeford Police Advisory Committee | ☐ • Policy Committee |
| ☐ • Board of Assessment Review | ☐ • Project Canopy Committee |
| ☐ • Cable T.V. Committee | ☐ • Recreation Commission |
| ☐ • Capital Projects Committee | ☐ • Shellfish Conservation Committee |
| ☐ • Conservation Commission | ☐ • Solid Waste Management Commission |
| ☒ • Downtown Development Commission | ☐ • Wastewater Management Commission |
| ☐ • Economic Improvement Commission | ☐ • Zoning Board of Appeals |

CITY OF BIDDEFORD
Committee Application

Please list any prior experience serving on any Public Boards, Commissions or Committees (and approximate dates)

I have managed the following public boards pertaining to downtown development:

City of Griffin, Georgia - Downtown Development Authority (2008-2012)

City of McDonough, Georgia - Downtown Development Authority & Main Street Program (2012-2014)

City of Chamblee, Georgia - Downtown Development Authority (2014-2018)

Member: Brownfields Revolving Loan Fund Committee, Southern Maine Planning & Dev. Comm. (SMPDC)

Cooperative Alliance for Seacoast Transportation (COAST) Board of Directors

Please list any other experience that may be pertinent to the Board or Committee in which you are requesting to serve on.

I have 15 years of professional municipal planning and economic development experience. I am currently the Planning & Development Director for the Town of Kittery, Maine. My resume is attached.

Please provide a brief statement describing your interest in serving the City of Biddeford.

I am a new property owner and resident of Biddeford as of 2019. I previously lived in Pepperell Mill on the river in 2018 and have been visiting Biddeford several times per year since 2013. My house is about four blocks from Main Street, so I definitely feel like part of Downtown. I would like to use my experience and expertise to help improve the quality of life in my neighborhood.

Attach any additional information to this application and return it to the City Clerk's Office.

ADAM J. CAUSEY, AICP

207-468-3657 | adamjcausey@gmail.com | www.linkedin.com/pub/adam-causey

LOCAL GOVERNMENT MANAGEMENT PROFESSIONAL

Municipal government professional with 14 years of experience in public and private planning and development, public policy, capital projects, and budgeting. Proven ability to find common ground between disparate groups on sensitive community issues. Areas of expertise include:

- Downtown development
- Operational & capital budgeting
- Redevelopment planning
- Public board management
- Zoning & permit administration
- Grant writing & management
- Land acquisition strategy
- Development review
- Comprehensive planning
- Business retention & recruitment
- Public financing & budgeting
- Ordinance creation
- Capital projects management
- Property due diligence coordination

EDUCATION

Master of Public Administration, Georgia State University, Atlanta, GA (2006)

Bachelor of Business Administration, University of Georgia, Athens, GA (2001)

PROFESSIONAL EXPERIENCE

TOWN OF KITTERY, MAINE
Planning & Development Director

April 2018 – Present

Oversees the Planning and Development Department including long-range planning, development review, code enforcement, and tax assessing functions.

Key Contributions:

- Reorganization of department, hiring and managing personnel
- Directing effort to re-codify land use & development code
- Advancing the town's community and economic development goals and objectives, communicating with land owners and potential developers
- Developing and reviewing amendments to the zoning ordinance that advance the town's goals and objectives for effective growth management and land use
- Reviewing development plans for compliance with town ordinances

CITY OF CHAMBLEE, GEORGIA
Community & Economic Development Director
Economic Development Manager

September 2014 – April 2018

Leading Chamblee's economic development revival by managing citywide redevelopment efforts, the Downtown Development Authority, public-private initiatives, and capital projects. Direct city communications, public relations, and community engagement activities. Supervise four full-time employees.

Key Contributions:

- Directing effort to redevelop warehouse district into mixed-use, "town center" development

- Leading City's property acquisition strategy for downtown development, parks, and trail system
- Created city's first multiyear Strategic Economic Development Plan
- Coordinating Capital Improvement Program elements, including streetscapes, parks, and trails
- Created city's first Façade Grant Program for historic buildings
- Secured Whole Foods-anchored commercial development
- Wrote city's first Film Production Ordinance to increase movie & television activity
- Successfully completed requirements for official Main Street designation
- Directing Chamblee's growth management strategies relating to annexation

CITY OF McDONOUGH, GEORGIA
Business Development Director

December 2012 – September 2014

Served as the primary representative and spokesman for the city's economic development efforts. Directed the Main Street Program, including the supervision of two full time employees and three part-time employees. Reorganized the Downtown Development Authority, serving as its Executive Director.

Key Contributions:

- Raised Hotel/Motel tax rate to fund \$190,000 per year in new tourism initiatives
- Created city's first Urban Redevelopment Plan
- Marketed city-owned property for sale or lease
- Assisted with creation of unified development ordinance

CITY OF GRIFFIN, GEORGIA
Planning & Development Director (Interim)

March 2012 – June 2012

Supervised planning & development department while simultaneously working as the Executive Director for the Downtown Development Authority.

Key Contributions:

- Directed the incentive package for a \$16 million Kroger shopping center creating 70 new jobs
- Supervised the substandard housing abatement program to identify and improve targeted properties
- Managed completion of the Consolidated Housing Plan and Market Analysis
- Oversaw the creation of the Griffin-Spalding Archives, a joint venture repository of local history

CITY OF GRIFFIN, GEORGIA
Downtown Development Authority Executive Director

March 2008 – December 2012

Directed the revitalization strategy for the central business district in Griffin, Georgia.

Key Contributions:

- Awarded \$2.9 million in transportation funds from Atlanta Regional Commission Livable Centers Initiative (LCI) program
- Recruited new restaurants, retail, and residential developments to Downtown Griffin – including 5 new loft apartments in 2010 and 7 units in development in 2012
- Led the creation of the Broad Street Block Plan, a transformative mixed-use project partnership with the Griffin Housing Authority to create 10 new loft apartments and renovate 4 blighted commercial spaces
- Obtained Georgia DOT approval for multiple transportation projects including the relocation of a state route from an urban main street corridor and designated \$4.4 million for regional transportation program

- Leveraged \$30,000 in local façade grant funds to spur over \$300,000 in private investment
- Secured \$450,000 in private and public loan funding for the renovation of the Griffin Hotel
- Recruited the city's first brewpub restaurant and entertainment venues
- Created the Downtown Development Authority's property acquisition/renovation program
- Implemented city's first Tax Allocation District, Opportunity Zone and Enterprise Zone
- Developed a Utility Incentive Program to offer staggered rate reductions for new business
- Transformed zoning and development code to a Unified Development Code
- Obtained "Camera Ready" designation from the Georgia Department of Economic Development and managed new and ongoing film industry relationships assisting with local approval for filming of "Rectify," "The Walking Dead," and "Top Gear" TV shows

WD PARTNERS, ATLANTA, GEORGIA

July 2006 to March 2008

Development Coordinator

Performed site due diligence and feasibility analyses, obtained approvals from local jurisdictions, and secured construction permits for various retail and restaurant projects.

Key Contributions:

- Managed site and building entitlements for over 35 developments in 10 states, including Longhorn Steakhouse, Kohl's, Home Depot, Aldi, Bank of America, and BP Fuel sites
- Successfully presented commercial development proposals to municipal zoning boards and governing bodies

CITY OF GRIFFIN, GEORGIA

May 2005 to July 2006

City Planner

Reviewed residential and commercial site plans for conformance with local codes, coordinated with contractors and engineers, drafted local ordinance amendments, presented staff reports before elected officials, gathered demographic data, and updated the comprehensive plan.

Key Contributions:

- Awarded \$100,000 for the Griffin Town Center LCI grant application
- Implemented city-wide Redevelopment Plans to begin neighborhood revitalization
- Awarded \$800,000 for Community Development Block Grant application

GEORGIA DEPARTMENT OF TRANSPORTATION, ATLANTA, GEORGIA

February 2005 – May 2005

Legislative Liaison State Senate

Provided support to GDOT division heads and lawmakers on the impact of new legislation that could affect the department's operations and budget.

Key Contributions:

- Researched and evaluated legislative bills relevant to GDOT functions
- Monitored budget process and analyzed changes from previous budget
- Managed schedules for gallery observer volunteers in the State Senate

PROFESSIONAL DEVELOPMENT & VOLUNTEERING

Member, Board of Directors, Cooperative Alliance for Seacoast Transportation (COAST), Dover, NH (2020 to present)

Member, Brownfields Revolving Loan Fund Committee, Southern Maine Planning & Development Commission (SMPDC), Saco, ME (2019 to present)

Transforming Local Government, Alliance for Innovation, Tulsa, OK, (2017)

Lean Six Sigma Green Belt Certification, Georgia State University (2016)

American Institute of Certified Planners, American Planning Association (2011)

International Council of Shopping Centers Southeast Conference, Invited Panel Speaker, *Using Tax Allocation Districts to Attract Economic Development* (2009)

Regional Economic & Leadership Development, Georgia Academy for Economic Development (2009)

Urban Fellow Program Inductee, Georgia State University College of Law, Center for the Comparative Study of Metropolitan Growth (2006)

Community Planning Academy, Atlanta Regional Commission (2003)

Community Snapshot Project, Land Use Co-Chair, Athens-Clarke County, Mayor's Office (2003)