

City of Biddeford
Finance Committee
May 16, 2023 5:00 PM Council Chambers & Zoom

Please click this URL to join:

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Status: In-Person and via Zoom; Council Chambers; 5:00 p.m.

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. Minutes
[5-2-2023 Finance Committee Minutes.docx](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Approval/Lead-Based Paint Hazard Reduction Program - Education Agreement with UNE
[20230516 Lead Program Public Outreach and Tenant Education Services - MEMO.docx](#)
[20230516 2023.55 Lead-Based Paint Hazard Reduction Program - Education Agreement with UNE - ORDER.docx](#)
[20230516 Lead Program Public Outreach and Tenant Education Services - AGREEMENT.pdf](#)
 - 4.2. Approval/Policy Consultant for Unhoused Services
[20230516 2023.59 Council Memo Unhoused Services Consulting Award.docx](#)
[20230516 2023.59\) Unhoused Services Analysis - WestEast Design Group - ORDER.docx](#)
[20230516 Unhoused Services RFP #2023-03-20PC - revised scope - EastWest Design Group.pdf](#)

4.3. Approval/Environmental Specialist for Planning Board Env Report Review

5. Other Business

5.1. Underbilling of the Wastewater Treatment Plant

[Memo re Audit Finding on Sewer Billing Rates.docx](#)

5.2. April Financial Report

[April 2023 Memo.pdf](#)

[April 2023 Monthly Report to Council.pdf](#)

6. Adjournment

City of Biddeford
Finance Committee Meeting Minutes
May 2, 2023

The meeting was called to order at 5:04 p.m. by Councilor Norm Belanger.

Present: Mayor Alan Casavant; Councilor Norm Belanger;; Councilor Marc Lessard; City Manager James Bennett; Finance Director Nichole Wood; Public Works Director Jeff Demers; Recreation Director Carl Walsh

Excused: Councilor William Emhiser

Approval of Minutes of April 4, 2023

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

Vote: unanimous.

Motion carries.

Expenditure Warrants:

The Warrants are circulating for signature

Adjustment to the Agenda:

There were no adjustments to the agenda.

Discussion/Approval

4.1 WWTP Membrane Roofing

Discussion: Mr. Demers presented this item. Councilor Lessard asked about the thickness of the membrane and wondered if that was standard, or could it be upgraded at a later time. Mr. Demers will ask if there is a reasonable path to do an upgraded version. Mayor Casavant asked if this is comparable to what was currently on the roof today, as it lasted 20 years.

Motion by Mayor Casavant, second Councilor Lessard

Vote: Unanimous

Motion carries

4.2 WWTP Admin Building Roofing

Discussion: Mr. Demers presented this item. Split them up to get better cost between membrane and shingle. Lessard asked if we had considered metal roofing. 10-15% more for metal if it will last 50% longer, it may be a reasonable path forward.

Motion by Mayor Casavant, second Councilor Lessard

Vote: Unanimous
Motion carries

4.3 Paving Contract

Discussion: Mr. Demers presented this item to approve award contact to Shaw Brothers as the low bidder. We have had a good partnership with them for the four years with the old contract. Gave examples of same roads with old pricing and new pricing.

Motion by Mayor Casavant, Second by Councilor Lessard

Vote: Unanimous
Motion Carries

4.4 4x4 Sign Truck

Discussion: Mr. Demers presented this item to approve. Mr. Demers stressed the increase in safety that this truck would bring. Councilor Lessard asked if we could get away with a ¾ ton. Jerry Court answered that he felt they paired it down as far as they could.

Motion by Mayor Casavant, second by Councilor Lessard

Vote: Unanimous
Motion Carries

4.5 May Field Tennis Field Lighting

Discussion: Mr. Walsh presented this item. The lights have been inoperable at night for several years. Mr. Belanger asked about the funding from two different sources, Carl responded that they were trying to find ways to use the capital funding for parks that had been allocated

Motion by Mayor Casavant, second by Councilor Lessard

Vote: Unanimous
Motion Carries

4.6 St. Louis Field #1 Scoreboard replacement

Discussion: Mr. Walsh presented this item. Current scoreboard is very old. An alumnus asked what would be needed at the fields. Councilor Lessard mentioned that it would be wonderful to get another board for field 2 as well. The transformation of these fields is fantastic over the last two years. We might want to see what the cost of two scoreboards would be buying at the same time, rather than paying full price for two at different prices.

Motion by Mayor Casavant, second by Councilor Lessard

Vote: Unanimous
Motion Carries

Other Business

5.1 Lifeguard Update

Mr. Walsh – In 2022 the city had 12 lifeguards – 9 at ocean locations and three at Rotary Park. So far, confirmed for 2023 are 6 ocean guards and 3 river guards. There is one student taking lifeguarding course added to the Rotary location upon certification, and they continue to interview guards and work with UNE on re-certification courses.

Adjournment

Motion by Mayor Casavant, seconded by Councilor Lessard to adjourn.

Vote: unanimous.

Motions carries.

Adjourned at 5:28 pm



Finance Committee & City Council

Meeting Date: May 16, 2023

Meeting Time: 5:00 and 6:00 PM, respectively

Agenda Item No: 4.1/11.a

Item Description: 2023.55) Lead Hazard Reduction Program's Public Health Outreach / Tenant Education Services Agreement with University of New England

Submitted by: Gail Wilkerson, HUD Housing Programs Director

Supporting Information/Documentation:

Attached Public Health Outreach and Tenant Education Services Agreement

Key Terms:

N/A

Executive Summary:

Under the City's new \$3.5 million Lead Hazard Reduction & Healthy Homes grant from HUD, the Lead Program aims to continue its sole-source vendor partnership with the University of New England's Coastal Healthy Communities Coalition (CHCC). CHCC is the region's only approved provider of public health outreach and education services under the Childhood Lead Poisoning Prevention Program at the Maine Center for Disease Control and Prevention. The City's initial Lead Program contract with CHCC was approved by City Council in May 2020; this new agreement for \$160,000 continues the partnership for another 42 months.

Detailed Review:

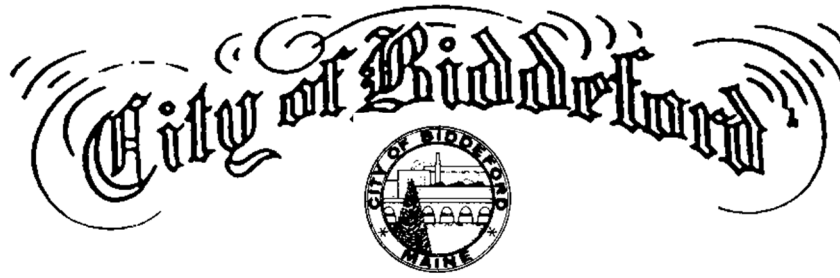
CHCC delivers public health trainings, events, and presentations to families of Biddeford children under the age of six, who are most at risk of lead poisoning, as well as to community members who serve this population (e.g., healthcare providers, early childhood educators, etc). CHCC staff also work directly with Lead Program households whose units are abated, teaching them how to clean and maintain their homes in a lead-safe manner after existing hazards are removed. CHCC's goals under the contract are to: (1) deliver 1:1 training in lead-safe cleaning and maintenance practices to at least 95 households whose units are lead abated; and (2) deliver lead-poisoning prevention training to the families/healthcare providers/educators of the estimated 950 Biddeford children under age six.

Funding Source:

100% funded by the City's 2022 Lead Hazard Reduction & Healthy Homes Program.

Staff Recommendation:

Staff recommends approval to extend the Lead Program's critical partnership with CHCC.



2023.55

IN BOARD OF CITY COUNCIL... MAY 16 2023

BE IT ORDERED, that the City Manager execute a three (3) year agreement with the University of New England for public outreach and tenant education services in support of the Biddeford Lead-Base Paint Hazard Reduction and Healthy Homes Program in the amount of \$160,000.

Attest by: _____

**AGREEMENT FOR
Lead-Based Paint Hazard Reduction and Healthy Homes Program
Public Health Outreach and Tenant Education Services**

**BETWEEN the CITY OF BIDDEFORD and
The University of New England**

PREAMBLE

This Professional Services Contract ("Contract" or "Agreement") is entered into this 1st day of June 2023 between the **CITY OF BIDDEFORD**, a body politic and corporate, located in the County of York, State of Maine, with a mailing address of 205 Main Street Biddeford, Maine 04005 (hereinafter "CITY") and the **University of New England**, a Maine non-profit institution of higher learning, located in the County of York, State of Maine, with an address of 11 Hills Beach Road, Biddeford, Maine 04005 (hereinafter "UNE").

WITNESSETH

WHEREAS, The CITY has received a lead-based paint hazard reduction grant and a Healthy Homes supplemental grant, both from the Office of Lead Hazard Control and Healthy Homes, a division of the U.S. Department of Housing and Urban Development ("HUD"); and

WHEREAS, The CITY established the *Safe Homes for Healthy Families Lead Hazard Reduction Program* (the "Program") to reduce childhood lead poisoning and improve the quality and affordability of housing in target areas that have socio-economic and environmental risk factors consisting of high concentrations of lead hazards, unsafe infrastructure and systems, low-income populations, and high rates of lead-poisoned children; and

WHEREAS, UNE, as the local contracted public health partner of the Maine Childhood Lead Poisoning Prevention Program, is willing to deliver on the CITY's behalf certain public health outreach and tenant education services to multi-unit property owners and their low- and moderate-income tenants; and

WHEREAS, the CITY is willing to contract with UNE to conduct such Program outreach and education services;

NOW THEREFORE in consideration of the above premises and the mutual covenants and agreements contained in this Contract, the CITY and UNE agree as follows:

1. **Scope of Services.** This Agreement covers the CITY's Lead Hazard Reduction & Healthy Homes Program's Public Health Outreach and Tenant Education Services in Biddeford, Maine, as further outlined below. Contractor represents itself to be experienced and agrees to perform the services under this Agreement as set forth in this section. This Scope of Services has shared responsibilities with the CITY, as further outlined herein.

The use of funds under this Agreement is subject to Federal regulations, as further outlined in Section 10 herein, as well as the *Terms and Conditions of the CITY's Lead Grant MELHB0788-22*, hereto attached as **Appendix E**. UNE agrees to deliver the Scope of Services in accordance with the *Performance Benchmarks and Timeline (Appendix A)*, the *Tenant Education and Public Health Outreach Budget (Appendix B)*, the *Target Service Area (Appendix C)*, and HUD's *Section 3 Clause (Appendix D)*.

UNE Responsibilities: UNE will perform certain Program-related activities, including, but not limited to, the following:

A. Public Health Outreach

UNE will develop a public health outreach strategy with input from the CITY's Lead Program Staff to connect with the estimated **950** Biddeford children under the age of six who are most at-risk of lead poisoning in the Program Target Area. **The overall purpose is to raise awareness of the dangers of lead-based paint poisoning in older homes and drive applicants to the Program's unit production pipeline.** Public health outreach strategies may include:

- i. **Distributing Information Packets:** In addition to lead poisoning prevention materials from UNE, the State of Maine, and other sources, packets will feature Lead Program flyers, Title X compliance information, Repair, Renovate and Paint (RRP) brochures, etc, all available in hard copy and/or electronic format.
- ii. **Hosting Trainings/Presentations/Special Events:** These in-person or virtual health efforts will be directed to children and families, Head Start staff and other educators of young children, Biddeford Recreation's youth program staff, primary healthcare providers, social/case workers, parent groups, child health advocates, library staff, and community groups (e.g., Kiwanis, Lion's Club, Chamber of Commerce, etc.). Additional audiences under UNE's contract with the Maine Center for Disease Control & Prevention are the Biddeford Area Landlords Association and other rental property associations.
- iii. **Conducting Paid & Earned Media:** Strategies may include social media, public service announcements, electronic newsletters, web campaigns, flier distribution, newspaper feature articles, etc. Wherever possible, the public health message will reference the Lead Program to assist with property applications.

UNE's performance of these activities will be monitored via monthly reports to the Lead Program that will include, among other data: the number of families with children under the age of six receiving information packets; attendance sign-in sheets from presentations, trainings, and special events; and the reach and/or distribution counts of earned or paid media efforts (e.g., direct mail and newspaper circulation figures). For Facebook, website, and other e-communication, social media analytics will be used to measure the reach of each message (i.e., page visits, click-throughs, etc).

B. Tenant Education

UNE will deliver lead-safe home cleaning demonstrations and lead-safe cleaning materials to 95 tenant households where lead hazards are reduced by the Program over the contract period. UNE will receive tenant household referrals from the Lead Program.

UNE's performance of tenant education will be measured via completion of a Household Education checklist, which will be signed by each head of household to acknowledge receipt of lead-safe cleaning kits and understanding of the lead-safe cleaning methods demonstrated by UNE staff.

Confidentiality: UNE shall not disclose nor permit the disclosure of any tenant's/household's personal identifying information except to its staff who need to know such information to properly perform the services required. No information about the Program shall be released by UNE for publication, advertising, dissemination, or for any other purpose without prior approval from the CITY. UNE shall be responsible for the acts and omissions of all its employees and all

its subcontractors, their agents and employees, and all other persons performing any of the work under a contract with UNE.

Target audience: During the term of this Agreement, UNE will provide Tenant Education services to 95 low- and moderate-income households in the CITY, with a special focus on those living in Census Tracts 252.01 and 252.02 (see **Appendix C**), such households defined as those earning no more than 80% of area median income (AMI) as published by the U.S. Department of Housing and Urban Development each April. The tenants to receive UNE's services shall be referred to UNE by the CITY.

C. Reporting requirements

With each monthly invoice, UNE shall submit a report of all Contract activities performed during the preceding month, such report due not later than the 10th of the following month. For Tenant Education, the report shall consist of a listing of the property addresses and unit numbers of each Program-assisted household that received a lead-safe cleaning demonstration and cleaning kit, along with a copy of the Education Checklist, signed by the head of household to acknowledge that training occurred. For Public Health Outreach, the report shall consist of the date, type of activity, venue (as applicable), topic of program/media/outreach material, and either the audience size (supported by a sign-in sheet of program participants in attendance) or the reach/circulation of the media and/or outreach material. For all campaigns, a unique QR Code shall be used in order to track the number of individuals who responded to the media message and thereby track campaign effectiveness.

CITY Responsibilities CITY staff shall assist UNE in meeting its Scope of Service requirements by performing certain Program-related activities, including, but not limited to:

- 1) Sharing the contact information of Tenants in Program-assisted units who will receive a lead-safe cleaning demonstration and cleaning supply kit;
- 2) Collaborating with UNE on Program-approved media campaigns, presentations, educational materials, etc; and
- 3) Sharing de-identified Program data for potential use in earned and paid media.

2. **Performance Expectations.** HUD has identified certain benchmark performance expectations that are required to keep the Program on track. As a Program partner, UNE agrees to attend regularly scheduled Program meetings hosted by the CITY, during which Program partners will discuss progress made towards their performance goals and any obstacles to reaching the goals. The number of Tenant Education sessions conducted and the number of individuals reached via Public Health Outreach activities were established in the CITY's grant application, and approved by HUD at the time of the grant award, to be UNE's performance benchmarks (see **Appendix A**). Both parties to this Contract may agree to renegotiate upwards the number of tenant education sessions and the reach of public health awareness activities, as grant funds allow. UNE's performance in relation to these benchmarks will be monitored by the CITY throughout this Contract, and performance improvement plans will be required when results deviate significantly from planned results.
3. **Period of Performance.** The Contract schedule shall commence **June 1, 2023**, and Contract work shall end on **November 30, 2026** or such earlier date as may be determined pursuant to the provisions contained herein. Within sixty (60) days of the Contract's end, a final report of UNE's Contract performance will be due to the CITY.

4. **Compensation.** In consideration of the Public Health Outreach and Tenant Education Services to be delivered by UNE under this agreement, CITY has budgeted and HUD has approved a 42-month lump-sum budget of **one hundred sixty thousand dollars (\$160,000) (see Appendix B).** Program-related expenses shall be paid by the CITY to UNE as indicated herein, provided UNE satisfies all requirements of this contract. **Note that no minimum/maximum amount of work is guaranteed under this contract. Fees will be paid only for services requested by the CITY and satisfactorily performed by UNE.**
5. **Payments.** The CITY will make monthly payments to UNE upon submittal of invoices for such payments directed to the CITY's Lead Hazard Reduction Program Manager in the Housing Office at City Hall. The CITY will process said invoices upon written acknowledgment from the Program Manager that the work for which said payment is requested has been satisfactorily completed and that related reporting requirements have been met. The CITY shall have authority to reject work that does not conform to the Contract. Payment normally will be made in the CITY's next-scheduled payment cycle. Payments may be withheld by CITY on account of unsatisfactory prosecution of the work by UNE.
6. **Failure to Perform.** If UNE is unable to perform any services outlined above within a reasonable time, it shall be considered in default of this Contract. Within ten (10) business days of written notice of default to UNE by CITY, UNE shall propose a resolution to the default. The CITY and UNE will work in good faith to determine an acceptable resolution. Final acceptance of the proposed resolution will be at the CITY's sole discretion. Delays or unacceptable default resolutions shall be reasons for termination of this Contract, which the CITY shall provide by written notice to UNE. Work eligible for payment under this Contract conducted after the notice of termination shall not be paid by CITY.
7. **Assurance.** UNE hereby assures that none of the fees paid to it under this Agreement will be used to influence or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and/or the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement. UNE further assures that, in acceptance of fees paid to it under this HUD-funded Program, it will abide by, among other federal regulations, the requirements of HUD's Section 3 Clause, which appears in **Appendix D ("HUD Section 3 Clause & Contractor Acknowledgment")**
8. **Indemnification.** UNE will indemnify and hold harmless the CITY from any and all losses, claims, costs, and expenses, including legal fees, actions, causes of action, suits, charges, damages, judgments, and obligations whatsoever that arise from UNE's performance or nonperformance of the services or subject matter called for in this Agreement caused by the negligent acts or omissions and/or any violations of applicable laws or regulations by UNE, its officers, employees, and agents, excepting such losses, claims, expenses, actions, causes of action or the violations of applicable laws or regulations by the CITY, its officers, employees or agents. For purposes of this Agreement, any officers, employees, or agents of UNE who act in an independent capacity are not officers or employees or agents of the CITY.

In any and all claims against the CITY or any of its agents or employees by any employee of UNE or its contractors or subcontractors, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for UNE or any contractor or subcontractor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts.

9. **Insurance and Bonding.** UNE agrees to maintain adequate insurance at all times during the performance of services described in this Agreement. All policies and certificates of insurance shall carry a thirty (30)-day cancellation or expiration, and notice of such cancellation or expiration shall be sent to the CITY.

UNE shall furnish proof of coverage with adequate insurance of the types and to the limits specified below, naming the City of Biddeford as additional insured. Certificate of such insurance shall be filed with the Program Manager, City of Biddeford Lead Program, at the time of contract signing.

WORKER'S COMPENSATION: UNE will maintain Worker's Compensation coverage with Statutory Limits, and Employer's Liability for all UNE employees with limits of \$500,000 per incident. In case any work is sublet, UNE shall require its contractors or sub-contractors similarly to provide coverage for their employees unless such employees are covered by the protection afforded the Contractor.

AUTOMOTIVE LIABILITY INSURANCE: UNE will maintain Automotive Liability insurance with minimum limits of liability for bodily injury in the amount of \$1,000,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate.

GENERAL LIABILITY INSURANCE: UNE will maintain General Liability insurance with minimum limits of liability for bodily injury in the amount of \$1,000,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate, or a combined single limit of \$500,000 for each occurrence, including completed operations, shall be required.

10. **State/Federal Law.** UNE understands and acknowledges that the funds paid under this Agreement are derived from a grant to the CITY from HUD (**see Appendix E**), and that City of Biddeford, as recipient of such funds, and with the full assistance, cooperation, and compliance of UNE, is required to meet and comply with all applicable federal, state, and local governmental ordinances, laws, and requirements, including, without limitation, the following, which are hereby incorporated into this Contract by reference and made a part hereof (and which are collectively referred to herein as the "Rules"):

Employment Regulations Include:

- a) Executive Order 11246, entitled "Equal Employment Opportunity" September 28, 1965, 30 F.R. 12319 and Section 109 of Title 1 of the Housing and Community Development Act of 1974.
- b) Section 504 of the Rehabilitation Act of 1973: It is unlawful to discriminate based on disability in federally assisted programs.

- c) The Americans with Disabilities Act of 1990 (ADA): This Act modifies and expands the Rehabilitation Act of 1973 to prohibit discrimination against "a qualified individual with a disability" in employment and public accommodations.
- d) The Equal Employment Opportunity Act: (It also brings Federal, State, and local governments under the Civil Rights Act of 1964.)
- e) The Immigration Reform and Control Act (IRCA) of 1986. Under IRCA, employers may hire only persons who may legally work in the United States.
- f) The Uniform Guidelines on Employee Selection Procedures adopted by the Equal Employment Opportunity Commission in 1978.
- g) Section 3 of the Housing and Urban Development Act of 1968, as amended. (*See Appendix D for details.*)
- h) The Vietnam Era Veterans' Readjustment Act of 1974 (revised Jobs for Veterans Act of 2002): This Act was passed to ensure equal employment opportunity for qualified disabled veterans and veterans of the Vietnam War.
- i) Executive Order 11246: This Executive Order applies to all federally assisted construction contracts and subcontracts. It provides that no person shall be discriminated against on the basis of race.
- j) 24 CFR Part 85 (the Common Rule): This rule provides that the grantee and its contracted partners shall take affirmative steps to encourage contracting with small minority- and female-owned business enterprises, when possible, as sources of supplies.

No Use of Debarred, Ineligible or Suspended Contractors or Sub-recipients: Pursuant to 24 CFR Part 5, all recipients of federal funding are required to verify that they, their principals, or any/all persons, contractors, consultants, businesses, sub recipients, etc., that are conducting business with the recipient are not presently debarred, proposed for debarment, suspended, declared ineligible, or voluntarily excluded from participation in the covered transaction. The CITY and UNE will not award any of the funds under the CITY's HUD grant to Contractors that are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from federally assisted programs, as evidenced by a check of the System of Award (www.SAM.gov) website prior to executing any agreement with any such persons, contractors, consultants, businesses, sub recipients, etc.

Other Regulations Include:

- a) The Federal requirements set forth in 24 CFR §5.105(a), Nondiscrimination and Equal Opportunity; the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 *et seq.*), 24 CFR part 35, and the lead paint provisions of 24 CFR §982.401(j); and the conflict of interest provisions set forth in 24 CFR §92.356.
- b) All applicable laws, ordinances, regulations, rules, policies, plans, handbooks, manuals, requirements, guidance and interpretations issued by HUD, the Cities and the State of Maine, including but not limited to any State of Maine Department of Environmental Protection Lead Hazard Regulations and any amendments thereto, including any such amendments enacted or issued during the term of this Contract.
- c) All applicable regulations, rules, policies and requirements of the Office of Management and Budget (the "OMB") Circulars.

d) The grant provisions and conditions placed on the CITY by HUD through its grant agreement number MELHB0788-22 (**Appendix E**), including any materials and information incorporated therein by reference; and other applicable procedures and regulations as the CITY or HUD may prescribe.

11. **Termination.** UNE's performance of the work or services under this Contract may be terminated or suspended by the CITY in whole or in part from time to time during the term of this Contract whenever the CITY determines, for any reason, that such termination is in the best interest of the CITY. Any such termination shall be effected by notice to UNE regarding the extent to which performance of work or services under this Contract is terminated or suspended, and the date on which such termination or suspension is effective. This Contract shall be adjusted and modified accordingly as determined by the CITY.

UNE may terminate or suspend this Contract upon sixty (60) days' written notice to the CITY, in accordance with Section 22 below, **provided** such notice is sent to the CITY's Lead Program Manager via certified mail with return receipt requested and such notice outlines in reasonable detail the reasons for such termination or suspension. The subject sixty-day period shall be deemed to have begun on the date on which such notice is received by the CITY. Prior to the expiration of such sixty-day period, the Contract shall remain in full force and effect and continue to be binding upon UNE and the CITY.

12. **Arbitration.** The CITY will be, in the first instance, the interpreter of the requirements of this Contract and will make decisions on all claims and disputes between the CITY and UNE. All decisions are subject to arbitration. All claims, disputes, and other matters in question between the parties to this Agreement, arising out of or relating to this Agreement or the breach thereof, shall be decided by arbitration in accordance with the then-most current rules of the American Arbitration Association, unless the parties mutually agree otherwise; provided that no such arbitration shall be binding if it would compromise or impinge on any insurer's policy rights to defend or settle any covered claims or suits.

13. **Litigation.** In the event of litigation or arbitration between the two parties to this Agreement, the non-prevailing party shall reimburse all reasonable costs and attorney fees to enforce this Agreement incurred by the prevailing party.

14. **Records.** UNE agrees to complete and maintain such documentation and records and supply such information on such forms as the CITY or HUD may prescribe in order to assure an effective financial audit and performance evaluation of the activities under this Contract. UNE shall properly maintain all books, documents, payrolls, papers, information, records, accounting records, and other material pertaining to this Contract and shall make such materials available at its offices for purposes of audit, inspection, and examination by the CITY or HUD at all reasonable times during the term of this Contract and for at least seven (7) years, as required by the CITY and HUD, and copies thereof shall be furnished, if requested.

UNE agrees to cooperate in whatever way necessary with the CITY or HUD to assure effective evaluation of UNE's performance under this Contract. Such records shall include, without limitation, records which fully disclose the amount and disposition of Program funds received by UNE under this Contract.

15. **Ownership of Documents.** All documents and work product(s) including but not limited to all field data and notes, reports, promotional materials, estimates, plans, surveys, drawings and maps prepared by or at the direction of UNE in connection with the service shall become the property of the CITY upon completion and final payment for services.

16. **Reporting/Audit Requirements.** UNE agrees to provide, in such format as may be prescribed by the CITY or HUD, such reports or written answers to specific questions, surveys, or questionnaires as the CITY or HUD may determine necessary. UNE agrees to submit reports to the CITY as the CITY may require in connection with the expenditure of Program funds.

UNE shall ensure that an A-133 audit of its financial statements and a Program compliance audit is conducted by an independent Certified Public Accounting firm after the close of UNE's fiscal year. These audits shall comply with all applicable regulations and shall be provided to the CITY yearly. UNE shall also cooperate with any other reasonable audit procedures and activities as required at the discretion of the CITY or HUD.

UNE shall meet with the CITY's Program administrators monthly and provide a written progress report if requested, indicating grant amounts with which Program work is in progress or has been completed.

17. **Scope of Work Changes.** The parties to this Agreement may request changes in the work to be performed under this Contract at any time during the term of this Contract. The Contract may be amended only by mutual agreement of the parties hereto and only in writing, provided that the CITY may unilaterally amend or change the Program policies as the CITY, in its sole discretion, determines necessary (See Section 23).
18. **Entire Contract/Severability.** This Contract constitutes the entire agreement between the CITY and UNE and supersedes any other contract or agreement, written or otherwise, which previously may have been entered into by and between UNE and the CITY for the provision of services and work described or contemplated herein for the term hereof. If any court determines that any provision of this Agreement is unenforceable, invalid or void, all other provisions of this Agreement not included in the court's determination shall remain in full force and effect, and both UNE and the CITY shall continue to be bound thereby.
19. **Independent Capacity.** It is understood and agreed by the parties hereto that UNE, its agents or employees are acting in an independent capacity in the performance of this Agreement, and not as officers, agents, or employees of the CITY.
20. **Subcontracts.** Unless otherwise provided for in this Agreement, UNE shall not enter into any contract with any other party for the performance of any work or services described or contemplated herein without prior written approval of the CITY. This provision shall not be interpreted as requiring the approval of employment contracts between UNE and its employees assigned to perform the work and services under this Contract.
21. **Assignment.** UNE shall not sublet, sell, transfer, assign, or otherwise dispose of this Contract or any portion thereof, or its right, title, or interest therein, without written request to and written consent from the CITY. No attempts to sublet, sell, transfer, assign, or otherwise dispose of this Contract or any portion thereof shall in any case release UNE of its obligations, responsibility, and liability under this Contract.
22. **Written Action.** Whenever any action is required by this Contract to be in writing, such action on behalf of the CITY shall be evidenced by the signature of the City Manager of the CITY or a duly authorized employee of the CITY.

23. **Amendments.** The provisions of this Contract may be amended only by mutual agreement of the parties hereto and only in writing, provided that the CITY may unilaterally amend or change the Program policies as the CITY, in its sole discretion, determines necessary.
24. **Governing Law.** This Contract shall be governed by, and construed under, the laws of the State of Maine.
25. **Notices.** Any notice required or permitted under this Contract shall be in writing and delivered in person or sent by registered or certified mail, return receipt requested, to the addressee as set forth below.
- The CITY: Program Director, City of Biddeford Lead Program
City Hall
205 Main Street, Biddeford, ME 04005
- UNE: Director of Research Administration
University of New England
11 Hills Beach Road, Biddeford, ME 04005
- with a copy to:*
- Cheri Anderson, Director
Coastal Healthy Communities Coalition
c/o University of New England
11 Hills Beach Road, Biddeford, ME 04005
26. **Waiver.** The CITY's failure to enforce any provision of this Contract or to exercise any right or seek any remedy against UNE for breach of this Contract, or the CITY's acceptance of any performance by UNE under this Contract during any such breach shall not be deemed to constitute a waiver of any rights, causes of action, or remedies available in law or equity to the CITY under this Contract against UNE.
27. **Extent of Agreement.** This Agreement, which includes the Contract Documents referenced, represents the entire Contract between the CITY and UNE and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement shall supersede any terms and conditions set forth on the back of any purchase order or other document used by either party in the performance of this Agreement.
28. **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the CITY and UNE shall survive the completion of the services hereunder and the termination of this Agreement.
29. **Authorized Signatures.** Unless otherwise specified below, the following signatories are the authorized representatives upon whose decisions and information each party may rely in performance of this Agreement. Any information of notices required or permitted hereunder shall be deemed to have been sufficiently given to either party if given to these signatories or to such parties and/or addresses as they may subsequently designate.

IN WITNESS WHEREOF, the CITY and UNE have duly executed this Contract effective the date first above written.

SIGNATURES ON THE NEXT PAGE

SIGNATURES:

CITY OF BIDDEFORD

Witness: _____

By: _____

Print Name: James Bennett

Its: City Manager

UNIVERSITY OF NEW ENGLAND

Witness: _____

By: _____

Print Name: Nicholas Gere

Its: Director of Research Administration

Appendix A

UNE's Performance Benchmarks & Timeline for Completion

June 1, 2023-November 30, 2026		
Period of Performance	# Tenants Educated	# At-Risk Youth Reached via Public Outreach
Q1 June 2023	0	0
Q2 July-Sept. 2023	7	62
Q3 Oct.-Dec. 2023	14	124
Q4 Jan-March 2024	20	186
Q5 April-June 2024	26	248
Q6 July-Sept. 2024	36	310
Q7 Oct.-Dec. 2024	42	372
Q8 Jan-March 2025	48	434
Q9 April-June 2025	60	496
Q10 July-Sept. 2025	66	560
Q11 Oct.-Dec. 2025	72	625
Q12 Jan-March 2026	78	690
Q13 April-June 2026	84	755
Q14 July-Sept 2026	90	820
Q15 Oct-Nov 2026	95	885
Totals per Agreement	<u>95</u>	<u>950</u>

Appendix B

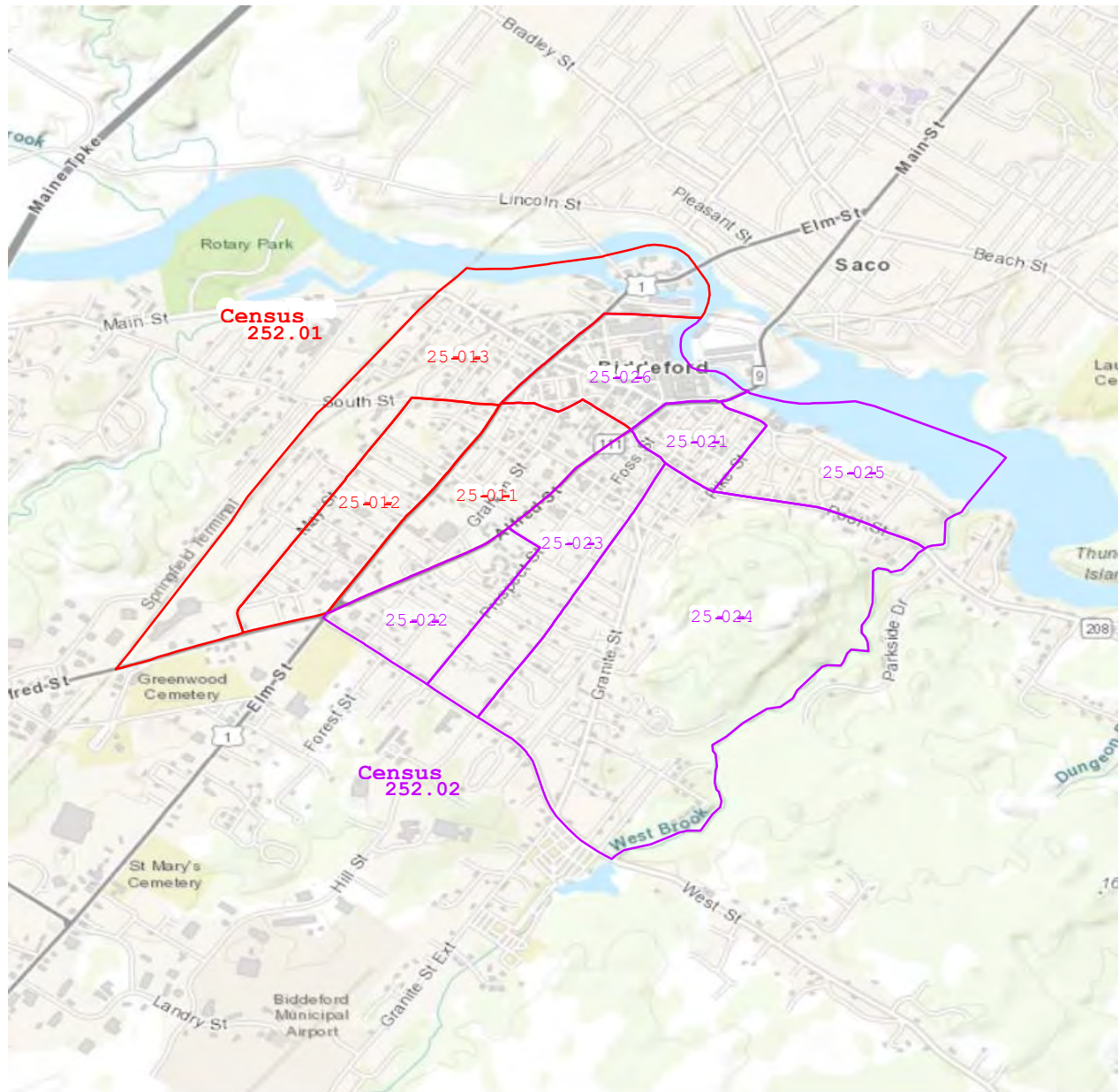
UNE

Coastal Healthy Communities Coalition**Public Health Outreach and Tenant Education Services Budget:****City of Biddeford Lead Program****June 1, 2023 thru November 30, 2026**

	6/1/23- 3/31/24	4/1/24- 3/31/25	4/1/25- 3/31/26	4/1/26- 11/30/26	Total 42- Month Budget
A. PERSONNEL	16,170	19,538	20,124	20,727	76,559
B. FRINGE BENEFITS 30%	4,851	5,861	6,037	6,218	22,967
C. TRAVEL	400	450	450	450	1,750
D. EQUIPMENT	-	-	-	-	
E. SUPPLIES	1,550	1,800	1,800	1,800	6,950
F. CONTRACTUAL	-	-	-	-	
H. OTHER	1,000	1,150	1,150	1,150	4,450
TOTAL DIRECT	23,971	28,799	29,561	30,345	112,676
TOTAL INDIRECT	10,067	12,096	12,416	12,745	47,324
TOTAL PROJECT COSTS	34,038	40,895	41,977	43,090	<u>160,000</u>

***"Other" line item includes: post-remediation resident education kits, direct mail campaign, printed materials/folders, and media costs including paid newspaper ads, public service announcements, and training/educational events**

Appendix C
City of Biddeford Target Area
with Focus on US Census Tracts
252.01 and 252.02



Appendix D

HUD Section 3 Clause & Contractor Acknowledgment

By signing this Contract, UNE acknowledges it has read and understands its responsibilities and the responsibilities of its contractors under this Agreement, to provide Economic Opportunities for Low- and Very Low-Income Persons, as required under Section 3 of the H.U.D. Act of 1968; 24 CFR 135, as further detailed below:

(a) The work to be performed under this Contract is subject to the requirements of Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(b) The parties to this Contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

(c) UNE and its contractors under this Agreement agree to send to each labor organization or representative of workers with which it has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of UNE/CHCC's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of Section 3 apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(d) UNE and its contractors under this Agreement agree to include this Section 3 clause in every subcontract flowing from this Agreement and subject to compliance with regulations in 24 CFR Part 135, and they agree to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. UNE and its contractors under this Agreement will not subcontract with any subcontractor where UNE or its contractors under this Agreement have notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

(e) UNE and its contractors will certify that any vacant employment positions, including training positions, that are filled (1) after UNE or its contractors are selected but before their contracts are executed, and (2) filled by persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent UNE/CHCC's or its contractors' obligations under 24 CFR Part 135.

(f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD-assisted contracts.



Finance Committee & City Council

Meeting Date: May 16, 2023
Meeting Time: 5:00 PM & 6:00 PM, respectively

Agenda Item No: 4.2/11(e)
Item Description: 2023.59) Award/Unhoused Services Consulting Contract to WestEast Design Group

Submitted by: Gail Wilkerson, HUD Housing Programs Director

Supporting Information/Documentation:

Attached Proposal from WestEast Design Group.

Key Terms:

N/A

Executive Summary:

[WestEast Design Group](#) of San Antonio, TX, was the sole respondent to the City's RFP for Unhoused Services Policy Consulting. Based on their proposal and budget, the experience and training of the project leads, references from communities where WestEast has performed similar work, and a lengthy interview with the project team leaders, staff recommends awarding the consulting contract to WestEast Design.

Detailed Review:

The primary consultants for the project are: Scott Ackerson, LMSW, a master's-prepared social worker with experience in direct service to vulnerable populations, healthcare consulting, and affordable housing and healthcare systems improvement; and Katherine Dillard Gonzalez, PhD, a public and urban policy expert with background in HUD housing counseling programs and mental health and homeless service systems analysis and improvement. The two have 30 years of combined direct practice in homeless services and national consulting to help communities design and improve service systems for the unhoused and those with behavioral health/substance use challenges. They have helped communities nationwide create short- and long-term plans for care networks that serve vulnerable populations using an holistic, multi-sector approach to align the many systems impacting homelessness, including law enforcement, criminal justice, healthcare, workforce readiness, and city, county, and state governments. Their work includes systems change efforts in Bexar County, TX, which resulted in the creation and ongoing improvements at the [Haven for Hope](#) Transformational Campus. They have also worked with communities of a size similar to Biddeford, including Boerne and New Braunfels, TX. It is important to note

that though WestEast is an architectural/design engineering firm, the project leads do not necessarily recommend communities adopt bricks-and-mortar solutions.

During their interview with City staff, Scott and Katherine demonstrated deep knowledge in the following domains, which are specifically relevant to the requested scope of work:

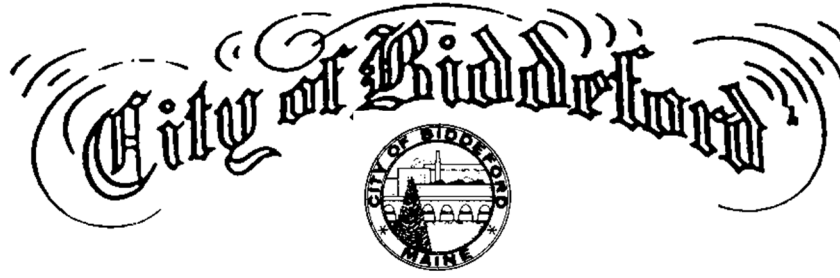
- Reviewing the unhoused services system for obvious gaps, based on City-collected data
- Analyzing the impact of land use ordinances on unhoused services policy
- Dollarizing the true cost of serving the unhoused and offering strategies for how those dollars might be redirected for greater impact
- Reviewing the City's affordable housing development toolkit (e.g., affordable housing tax increment financing, Housing Trust Fund, HUD grants, etc.) to optimize affordable unit growth
- Providing examples of how other cities with similar housing occupancy rates are serving the unhoused utilizing the evidence-based Housing First and Rapid Re-Housing service models, both of which require the availability of affordable units to implement
- Sharing knowledge of financial resource strategies that help support affordable housing development (e.g., tourism taxes, bond issues, etc.).

Funding Source:

Council Order #2023.21 dated March 7, 2023 authorized a solicitation for a qualified vendor to support unhoused policy analysis at an amount of \$20,000 payable from the General Fund.

Staff Recommendation:

Based on their proposal and budget, qualifications, holistic/systems approach to service delivery for the unhoused and other vulnerable populations, and their demonstrated ability to deliver actionable results, staff recommends awarding the consulting contract to WestEast Design Group.



2023.59

IN BOARD OF CITY COUNCIL... MAY 16, 2023

BE IT ORDERED, that the Biddeford City Council hereby authorizes the City Manager to enter into an agreement with WestEast Design Group in the amount of \$20,000 for consulting services to assist the City with an unhoused services analysis as per the WestEast proposal and scope of work dated April 13, 2023.

Attest by: _____

Policy Consultant -- Unhoused Services RFP #2023-03-20PC

City of Biddeford, Maine

April 13, 2023



WestEast Design Group, LLC
200 E. Grayson Street, Suite 207
San Antonio, Texas 78215
T 210.530.0755



April 13, 2023

ATTN: JAMES BENNETT
OFFICE OF THE CITY MANAGER
205 Main Street - PO Box 586
Biddeford, ME 04005

CONTACT PERSON:
SCOTT ACKERSON
DIRECTOR, SOCIAL IMPACT STUDIO
D 210.298.9619 | M 210.385.0892
scotta@westeastdesign.com

Section 1, Cover Letter

RFP: Policy Consultant–Unhoused Services (RFP #2023 03 20PC)

Dear Mr. Bennet,

WestEast Design Group is pleased to present our qualifications to the City of Biddeford's Request for Proposal #2023-03-20PC. Upon reviewing the knowledge and skill sets requested in the RFP, we believe WestEast is uniquely positioned to be the consultant/partner you seek. Two years ago, WestEast created the Social Impact Studio (SIS) to focus on endeavors that create impactful and sustainable changes in the communities we serve. The SIS is led by Scott Ackerson, a licensed master's degree social worker, and focuses on holistic projects for human service endeavors including homeless consulting, child advocacy centers, community centers, early childhood learning centers, and affordable housing communities. The SIS has also led research projects to study trauma-informed design, which included conducting focus groups with existing consumers of affordable housing to bring the consumer perspective into the design and function of these communities. We integrate best practices for human services into all aspects of every project we undertake, from planning and purpose to function and design.

The two primary consultants who will lead this project, Scott Ackerson and Katherine Dillard Gonzalez, have over 30 years of direct practice in homeless services and national consulting to assist communities in homeless services system design and improvement. They have worked with communities across the nation in developing both short and long-term plans for homeless systems of care, always utilizing a multi-sector and holistic approach. Scott and Katherine have helped communities align all systems impacting homelessness including law enforcement, criminal justice, healthcare systems, workforce readiness, and city and county governments. Their expertise was instrumental in the systems change efforts in Bexar County, TX, which included the creation and on-going improvements at the Haven for Hope Transformational Campus.

WestEast's multi-disciplinary team has the experience and expertise to successfully complete the analysis and resulting policy options for the City of Biddeford. Our consultants have not only the capacity to do a comprehensive strength and gap analysis to create new and innovative solutions for your system of care, but also the ability to assess, potentially redesign, or create the physical facilities needed to serve the people of Biddeford experiencing homelessness. We want to work on this project because we are impressed with Biddeford's initiative in addressing homelessness before it is at a crisis level. The obvious care and compassion Biddeford has for the community's unhoused people aligns perfectly with the Social Impact Studio's goals and values. Thank you for your time and consideration. Please contact me if you have questions or would like additional information.

Sincerely,

Katherine Kimm
Co-owner and General Manager

Section 2, Skills and Experience of the Team

WestEast Design Group is a small, minority owned business located in San Antonio, Texas. WestEast has provided consulting and design services for 27 years. The WestEast team will be led by Scott Ackerson, a licensed social worker and Director of our Social Impact Studio. He will be accompanied by primary consultant, Dr. Katherine Dillard Gonzalez, and research consultant Gabriela Esquivel.



27 Years in Business

35 Employees



200 E. Grayson Ste. 207
San Antonio, TX 78215

27 Years at Local Office

0

Claims or Lawsuits

Project Lead: Scott Ackerson, LMSW

Team Lead Scott Ackerson oversaw services and strategic relationships on the Haven for Hope Campus and went on to consult with communities across the U.S. on improving and redesigning their homeless systems of care. He also has served as a Board member for The South Alamo Regional Alliance for the Homeless, the local Continuum of Care, for over 10 years. Scott has also provided consulting for several similar sized communities as Biddeford, including Boerne, Texas and New Braunfels, Texas.

Prior to joining WestEast Design Group, Scott served as EVP of Strategic Relationships for Prospera Housing Community Services, the largest non-profit affordable housing provider in the state of Texas. In this role, Scott pioneered innovative programming working with Managed Care Organizations in addressing Social Determinants of Health and lead efforts for a third-party evaluation demonstrating the efficacy of the programs.

Before Prospera, Scott worked as a Principal for Health Management Associates, a national healthcare consulting firm. In that role, Scott worked across the United States doing work related to homeless systems of care, Social Determinants of Health, supportive housing and infant mortality.

Prior to HMA, Scott provided clinical and programmatic oversight for Haven for Hope, a campus for homeless services with over 1,000 beds in Bexar County. Scott coordinated services and resources among continuum of care organizations and sat on the Continuum of Care Board. He oversaw social service operations, workforce development, and supportive housing programs. Scott piloted a peer support integration program and conceptualized a jail diversion program for people experiencing homelessness.

While working for Haven for Hope, Scott was also vice president of community transformation services at the Center for Health Care Services (CHCS), a community mental health center in San Antonio. He managed behavioral health services on the Haven for Hope campus, as well as an innovative integrated care clinic that provided care to chronically homeless individuals.

Scott championed addiction and mental health recovery programs for both Haven for Hope and CHCS. He oversaw partner relations and strategic community development – particularly in the areas of permanent housing and healthcare for people experiencing

homelessness. Scott also created the In-House Recovery Program, an addiction recovery for people experiencing homelessness and the first treatment program that focused solely on people experiencing homelessness.

Prior to his career in homeless recovery services, Scott worked for 20 years in child welfare services, including opening a trauma-informed residential treatment center in San Antonio. He received the inaugural Rama Ramanathan National Commitment to Service Award for his innovative work with young adults emancipating from foster care.

Scott is an adjunct professor of social work specializing in cultural competency and macro-level social work practice. He continues to serve on local and national non-profit boards including the South Alamo Regional Alliance for the Homeless, Street2Feet, Project Red (El Salvador), and Urban Vision Alliance (San Francisco). Scott received a master's degree in social work from Our Lady of the Lake University and a bachelor's degree in social work at St. Cloud State University in Minnesota. He is a licensed Master of Social Work.

Primary Consultant: Dr. Katherine Dillard Gonzalez

Dr. Katherine Dillard Gonzalez has been a national housing and homeless consultant for 18 years and contracts with Haven for Hope to manage the local HMIS system, as well as develop research and system reports.

Over the last 18 years, Dr. Dillard Gonzalez has worked with government agencies and non-profit organizations in many states across the country related to the intersection of homelessness, behavioral health, housing, and community development. Since 2014, her client work has led her to develop system reports for the following:

- City of San Antonio- Mental Health System Analysis
- City of San Antonio- Trauma Informed Care Consortium System Analysis
- Bexar County- Substance Use System Analysis
- LISC- Housing System Analysis
- Haven for Hope- Homeless Services Response System

The results of this work are documented in her dissertation submitted to The New School for completion of her doctoral degree. Katherine's dissertation Systemic Strategies to Address Homelessness: A Situation Analysis of the Response in San Antonio, Texas, demonstrates the need for a systems-approach in addressing the complex

issues associated with homelessness. Her work and research underscore the fact that homeless intervention systems by themselves cannot and will not end homelessness, rather what is needed is an approach that is cross-sector and systemic and addresses upstream interventions and downstream interventions.

Dr. Dillard Gonzalez has worked alongside the local continuum of care (CoC) through consulting with the local HMIS Lead. This portion of her consulting portfolio includes developing governance documents between the collaborative application, board of directors, and HMIS Lead. Such governance documents include: the governance charter for HMIS, the MOU between the board of directors, HMIS Lead, and collaborative applicant, contributing HMIS organizations, as well as local policies and procedures. This work was presented at a 2019 conference sponsored by HUD's Community Planning and Development Department in collaboration with Mike Lindsay from ICF.

[The presentation can be found here.](#)

Through her work, Dr. Dillard Gonzalez has deep understanding of the various funding structures that relate to homelessness beyond just the dedicated CoC funds including law enforcement costs, hospitals and healthcare systems, criminal justice systems, and other public and private investments. Her other areas of expertise include organizational assessments, government relations, project management, data analysis and performance trends, and systems improvement. Dr. Dillard Gonzalez is also bilingual in English and Spanish.

Research: Gabriela Esquivel

Gabriela Esquivel conducts research for WestEast's Social Impact Studio. She is skilled at synthesizing complex topics, developing research frameworks, and identifying key themes in qualitative data. Her research experience covers a variety of topics ranging from auditory and vestibular disorders to art history and urban studies. In addition to her research experience, Gabriela also has experience with web design and development, drafting a SWOT analysis, and navigating data sharing processes across various organizations.

**SCOTT ACKERSON** LMSW**PROJECT LEAD | WESTEAST DESIGN GROUP**

Scott has more than 30 years of non-profit and consulting experience, including community organization, program development/management, and direct social work practice. Scott's expertise includes: homeless systems of care, affordable housing, social determinants of health, social service operations, education/workforce development, partner organization strategies, addiction recovery, and mental health. Scott is also an Adjunct Professor of Social Work and serves on several non-profit boards.

EXPERIENCE**Strategic Consulting, Albuquerque & Santa Fe, New Mexico**

Subject matter expertise to address Albuquerque & Santa Fe's increasing homeless and affordable housing challenges. Both cities have struggled with a lack of knowledge, experience, and funding support to develop effective solutions. Scott's expertise is helping both cities develop a strategic framework to address these growing issues.

Strategic Consulting, Los Angeles, California & Rapid City, South Dakota

Scott worked with the Hospital Association of Southern California to develop a region-wide, five county plan to strengthen homeless systems of care and develop strategies to decrease high-utilization rates of health care services by people experiencing homelessness. He also worked with a foundation in Rapid City to develop and implement a homeless transformational campus.

Haven for Hope, San Antonio, Texas

Scott worked with Bill Greehey and San Antonio City leaders were dedicated to developing a successful program for San Antonio. The \$60 million development was funded through a combination of public and private funds, of which over 60% came from the private sector. The team took 18 months to research over 200 homeless shelters across the country to define and develop the Haven for Hope facility. Once the campus was open, Scott led efforts to transform programming from behavior modification to evidence-based practices of recovery-oriented systems of care, trauma-informed care, person-center planning, and peer support integration.

Prosperemos Juntos / Thriving Together, San Antonio, Texas

Prosperemos Juntos / Thriving Together is a grant program developed by Methodist Healthcare Ministries to support local communities. Prospera Housing Communities partnered with WestEast to win a first-round grant from the program. The design team, with Scott serving as a subject matter expert, is working to develop a set of strategies for renovating several Prospera affordable housing projects. Design strategies will focus on trauma-informed design principles and deep listening of the experiences of residents.

EDUCATION

Master of Social Work,
Our Lady of the Lake
University

REGISTRATIONS

Licensed Master of Social
Work

YEARS OF EXPERIENCE

30

**KATHERINE DILLARD GONZALEZ PH.D.****PRINCIPAL CONSULTANT | WESTEAST DESIGN GROUP**

Dr. Katherine Dillard Gonzalez has focused her 18-year career on fostering relationships that enhance the quality of life for community residents. Her experience engaging government agencies at the federal, state, and local level creates a platform to leverage structural change and shift service delivery practices. The intent is to strengthen organizational capacity to improve client outcomes, promote a culture of innovation, and encourage shifts in systemic practices.

EXPERIENCE**Haven for Hope of Bexar County, San Antonio, Texas**

Since 2014, she has provided consulting services to improve structure and efficiency within the agency. Such services include organizational development assessment/capacity building, government relations, project management, data analysis and performance trends, and systems improvement.

Mental Health System Assessment, City of San Antonio, Department of Human Services

The purpose of the system assessment was to review historical reports, along with other key documents that detail the operation of the San Antonio Mental Health System. It included the analysis of the interactions between critical community stakeholders, their organizational structures, and the limitations of such structures to effectively execute critical community mental health needs.

Project RED, San Salvador, El Salvador

Conduct an organizational assessment to observe and document the current operational structure. The assessment included conducting individual interviews, observing staff processes, and reviewing organization documents. Subsequent work has included training for the board of directors, revision of organizational bylaws, and on-site strategic planning.

UnidosUS, Department of Housing and Community Development, Washington, DC

Managed a portfolio of 20 non-profit organizations nationwide participating in HUD's Housing Counseling Program through the UnidosUS Intermediary status. Developed customized strategies to increase the efficiency of the service delivery to increase the volume of clients served. Analyzed efficiency models based on the variety of services offered by such organizations.

Publication

Dillard Gonzalez, K. "Systemic Strategies to Address Homelessness: A Situation Analysis of the Response in San Antonio, Texas." (2022) The New School Pro Quest Dissertations Publishing.

EDUCATION

PhD, Public and Urban Policy, The New School

MS, Public and Urban Policy, The New School

MAA, Organizational Development, University of the Incarnate Word

BA, Government and Mexican American Studies, The University of Texas at Austin

YEARS OF EXPERIENCE

18

**GABRIELA ESQUIVEL MA****RESEARCH | WESTEAST DESIGN GROUP**

Gabriela Esquivel conducts research for WestEast's Social Impact Studio. She is skilled at synthesizing complex topics and identifying key themes in qualitative data. Her research experience covers a variety of topics ranging from auditory and vestibular disorders to art history and urban studies.

EXPERIENCE**Trauma Informed Design in Affordable Housing, Prosperemos Juntos—San Antonio, Texas**

Prosperemos Juntos is a grant program developed by Methodist Healthcare Ministries to support local communities. Prospera Housing Community Services partnered with WestEast and was awarded a grant to study affordable housing and trauma informed design. Gabriela has helped coordinate focus groups with affordable housing residents across three properties. The goal of these focus groups is to collect data on residents needs and ways to improve each community.

Design Overlay for Older Adults at Hemisfair Tower Park—San Antonio, Texas

Hemisfair Conservancy recently selected WestEast to develop a design overlay for older adults at Tower Park. Gabriela was responsible for researching strategies to develop public spaces for people over the age of 60. Her research focused on understanding the physical, psychological, and social needs of older adults, who have historically been excluded from urban design conversations. The design team is using this research to develop the design overlay and ensure the end users' needs are met.

Arthur Greenberg Curatorial Fellow—St. Louis, Missouri

Curated Neither Here Nor There: Borders and Mobility in Contemporary Art for the Mildred Lane Kemper Art Museum. The exhibition examined the effects of globalization, which holds out the promise of free circulation, but has also been accompanied by a tightening of national and political boundaries and growing socioeconomic inequality. Gabriela was responsible for conducting extensive historic, political, and artistic research as well as writing an exhibition essay that was published by the museum.

Scotty's House—Bryan, Texas

Scotty's House is a non-profit child advocacy center that provides comprehensive medical, legal, and counseling services for victims of child abuse and their families. Gabriela assisted with demographic research to support the facility assessment team in making recommendations to the organization's board. The final report helped the organization's board understand how to plan for future case load increase.

EDUCATION

MA, History of Art, The
Courtauld Institute of Art

Bachelor of Design in
Architecture, Washington
University in St. Louis

YEARS OF EXPERIENCE

6

Past Projects Relevant to the Scope of this RFP

Below is a comprehensive list of relevant projects completed by the proposed project team. Project descriptions with more information on projects from this list can be found on page 9.

- The Bridge Homeless Assistance Center - Dallas, TX
- Haven for Hope Homeless Transformational Campus - San Antonio, TX
- ChildSafe Child Advocacy Center - San Antonio, TX
- American GI Forum Heroes Lodge - Austin, TX
- Ella Austin Community Center - San Antonio, TX
- Redemption City Church - Austin, TX
- Scotty's House Child Advocacy Center - College Station, TX
- National Grocer Permanent Supportive Housing - San Antonio, TX
- One Rise Behavioral Health Campus - Wichita, KS
- Gateway Gibson Health Hub - Albuquerque, NM
- OneHeart Homeless Transformation Campus-Rapid City, SD
- Homeless consulting CA- Los Angeles, Riverside, San Bernardino, Santa Barbara, Ventura
- Homeless consulting- Santa Fe, NM; Albuquerque, NM
- Homeless consulting TX- Bexar County, Austin, TX, Boerne, TX, New Braunfels, TX
- Strategic consulting- Columbus, OH; El Salvador; Washington, DC; San Antonio, TX

References

OneRise Health Campus, Wichita, Kansas

Matthew Tannehill
matthewt@lange.us.com
316.644.9893

South Alamo Regional Alliance for the Homeless

Katie Vela
katievela@sarahomeless.org
210.394.5045

City of San Antonio

Mark Carmona,
mark.carmona@sanantonio.gov
210.965.4765

OneHeart Transformation Center, Rapid City, South Dakota

Charity Doyle,
charity@oneheartrc.org
605.791.3034

Point-In-Time Coordinator, Boerne, Texas

Robin Stauber,
stauber@boernelibrary.org
210.827.8885



April 7, 2023

Dear Mr. Bennet,

I was first introduced to the work of Scott Ackerson in 2018, as our community began to recognize and coalesce around the need for social services for our unhoused neighbors. As you are likely aware, opinions on how to best deploy community assets to serve this marginalized demographic are strong and vary widely, which can often make community consensus challenging. A group of citizens, including myself as the adult services librarian, formed a loosely based community group working to address these issues. Scott came highly recommended to us by a board member for the San Antonio Housing Coalition, and we brought him to our suburban community on the outskirts of that city to work with us on building a plan.

Scott has deep knowledge regarding homelessness and the issues that drive it. He is generous with his time and adept at managing the politics that can surround this often-divisive community issue. Through his work, advice and counsel, we were able to begin to set a foundation in place for homeless services and proactively engage those, mainly law enforcement officers, who are often at the forefront of working with this population. Scott's knowledge and counsel single-handedly brought around our County Sheriff, who recognized the intersection between his rotating prison population and the mental health challenges, among others, deeply embedded in the homeless demographic.

Through the years, Scott has been generous with his time, network and advice, and we are forever grateful to have him as an advocate as we continue to build out these services. Since this time, we have built a larger community mental health initiative, developed warming and cooling centers for extreme weather conditions, and participate annually in HUD's Point in Time survey count, which has provided baseline data to assist us in both educating our community on these issues. Local nonprofits most closely associated with these social services work also use this data to build more capacity as Texas, and our county, continue to experience explosive growth.

Scott is a valuable asset to any team, and I cannot thank him enough, or offer a stronger endorsement of his work. He has helped us move the needle considerably in the 6 years since he first picked up my phone call. I'm happy to answer any questions you may have, and can be reached at either the library, 830-249-3053, or my cell at 210-827-8885. Thank you.

Sincerely,

A handwritten signature in blue ink that reads 'Robin Stauber'. The signature is fluid and cursive, with the first name 'Robin' and last name 'Stauber' clearly distinguishable.

Robin Stauber
Adults Services Librarian
Point in Time Community Coordinator



The Bridge Homeless Assistance

The Bridge Homeless Assistance Center was developed as a new model to address chronic homelessness in Dallas,

Texas. The goal was to develop the center as a point of pride for the community and create a place for the many invested civic groups to work together.



Ella Austin Community Center

Ella Austin is a multi-social service community center that provides services from early childhood to senior services in the

Dignowity Hill neighborhood on San Antonio's East side. The community center is housed in a historic Middle School owned by the City of San Antonio that dates back to the 1920's



Haven for Hope Homeless Transformational Campus

San Antonio was faced with a homeless population nearing 25,500 individuals in 2003. Looking to

eradicate this issue, numerous organizations came together to create Haven for Hope to provide all the services necessary to address the root causes of homelessness.



Redemption City Church

Redemption City Church recently acquired 12 acres in Round Rock to develop a church campus, but they have chosen to master plan the project with a

unique approach. In their words, Redemption City is where you belong first, then you believe and become a follower. Because belonging is their first priority, they want to develop a campus that welcomes Round Rock in and becomes a center for the community to grow and worship together.



ChildSafe Child Advocacy Center



National Grocer Permanent Supportive Housing

The National Grocers building is an out-of-use historical building located three blocks from San

Antonio's award-winning homeless services center and shelter. This project will transform the 60,000 SF building into 50 permanent supportive housing units for women and children, along with space for in-house support services.



American GI Forum Heroes Lodge

The American GI Forum's Heroes Lodge project mission is to assist and serve veterans and their families. Heroes Lodge

will focus on providing the opportunity for success to all Texas Veterans by meeting them where they are, providing a one-on-one program for restoring a healthy and productive life.



One Rise Behavioral Health Campus

OneRise is an integrative, state-of-the-art behavioral healthcare campus coming to South central Kansas.

This 70-acre campus will offer a comprehensive approach to mental health care and substance abuse needs affecting Wichita and the region. Using traumainformed design, we are creating architecture that not only functions, but promotes healing and wellbeing.

Haven for Hope: A Transformational Model for Homeless Services



Since opening in April of 2010, Haven for Hope has provided housing, transformational, and life-saving services for thousands of men, women, and children experiencing homelessness in Bexar County, Texas. The Haven for Hope campus has become a national model for homeless services delivery systems, combining a person-centered, humanistic approach for the unhoused and a comprehensive, multi-sector system approach in the delivery system.

89% success rate

After one year, 89% of people that exited with a housing placement did not return to homelessness. Since opening, over 5,820 people have exited the transformational campus and moved to permanent housing.

50 thousand lives saved

Over 50,000 individuals have received life-saving services.

\$96.7 million in cost avoidance

Approximately \$96.7 million in documented cost avoidance for City & County jails, emergency rooms and court rooms in first eight years of operation (2008-2015).

300+ services

184 partners provide over 300 services.

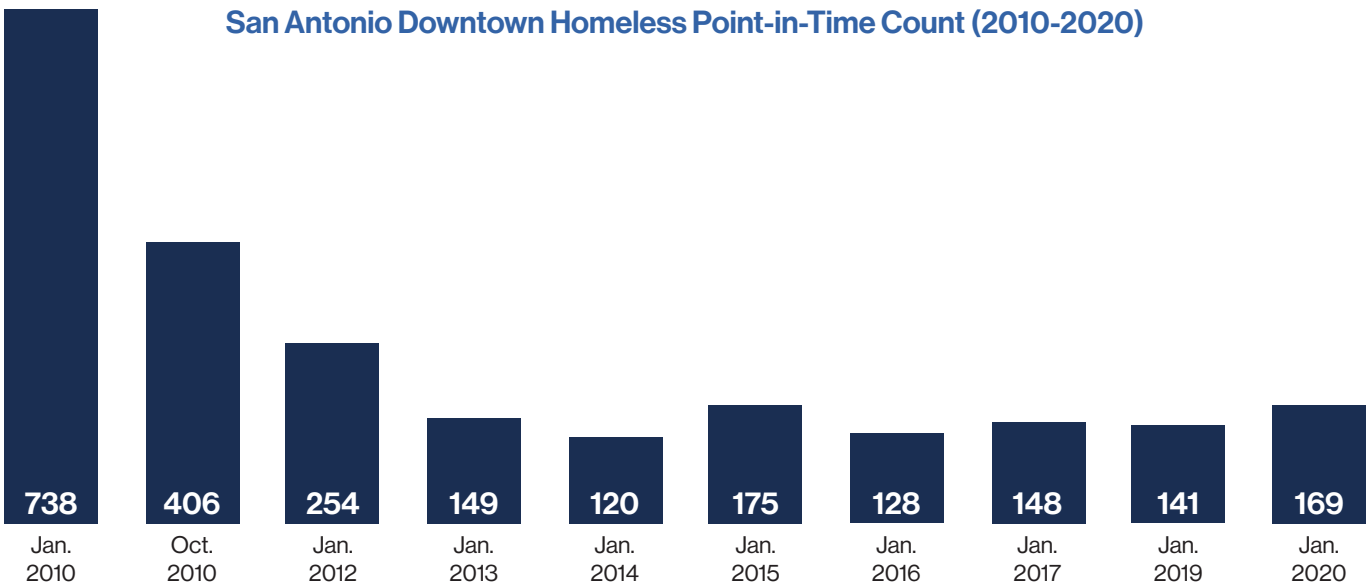
40 thousand medical services

Over 40,000 medical, dental, and vision care services are provided annually to Haven for Hope and the public.

A national model

More than 300 different U.S. cities have visited the campus from various states.

San Antonio Downtown Homeless Point-in-Time Count (2010-2020)



Understanding of the Scope of Work & Timeline of the Project

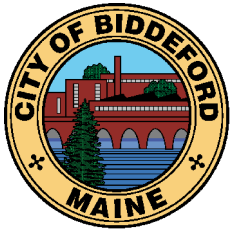
The WestEast team proposed in this RFP fully understand the scope of work in this solicitation, and propose the following work plan to achieve the project’s objectives.

Project Phase	RFP Scope of Work Project Responsinilities	Consultant Activities	Established Timeframe	Format
Phase I: Independent Review of Population, Support Network, and Service Gaps	• Establish scope of work activities between consultant and local stakeholders	Conduct an initial meeting to determine the information gathering tasks, timelines, and the responsible party.	Month 1	Remote
	• Provide a demographic profile of the unsheltered population	Local government and providers will provide information to consultants to review.	Month 1-2	Remote
	• Develop forecast for increase in unsheltered population in 5 to 10 years	Gather and utilize existing local and regional data and emerging demographics to develop predictive analytics for homelessness estimates in the next 5-10 years.	Month 1-2	Remote
	• Map and analyze the existing support services network within the City	Conduct 12 broad stakeholder interviews to ascertain and map the current existing multi-sector support services network in the City and develop a strength and gap analysis.	Month 1-2	Remote
	• Summarize existing and / or gap services/capacity challenges for which a regional/statewide approach could help improve outcomes			
	• Make recommendations for potential best-practice solutions	Drawing from past experiences and data from stakeholder interviews, develop best-practice/evidence-based practice recommendations.	Month 1-2	Remote
	• Analysis of each city’s local ordinances impacting homeless services. Such ordinances should include, but are not limited to, overnight camping, shopping carts, and aggressive panhandling	With assistance from the City staff, identify all existing ordinances impacting homelessness and conduct critical analysis.	Month 1-2	Remote
Phase II: Develop Range of Policy Options and Related Cost	• Summarize key findings in a written report	Prepare report(s)	Month 3-4	Remote
	• Develop a range of policy options to assist the City in addressing the needs of the unhoused and those at risk of becoming unhoused in Biddeford to include the costs associated with not implementing the policy options.	Based on research, develop comprehensive policy options and a predictive cost-modeling report associated with not implementing recommended changes.	Month 3-4	Remote
	• Deliver a written report of the range of policy options	Prepare and deliver report including a systems map.	Month 3-4	Remote
Phase III: Public Presentations on Report Findings and Policy Recommendations	• Prepare and present information and findings at public meetings;	Prepare and present findings.	Month 3-4	TBD
	• Attend meetings of significance to the city staff;	Attend meetings as needed/requested.	Ongoing	TBD

Costs

We propose to provide the scope of work described in Section III, Scope of Work, as a fixed price contract not to exceed \$20,000. This includes an estimated hours of professional services, travel expenses, transcription services, and consumer incentives. Monthly invoices will be issued for billing. WestEast Design Group is committed to performing the work on this project for the City of Biddeford at the fixed price identified above. This price is fixed unless there is a change in the scope of work negotiated between the parties through a bilateral modification to any subsequent agreement. The estimated hours of professional services by task are as follows, though we expect those to be flexible.

Activity	Expected Hours	Expected Costs
Phase I: Independent Review of Population, Support Network, and Service Gaps		
Virtual meeting with City team to identify key stakeholders and begin to coordinate virtual stakeholder meetings.	2	\$400
Virtual stakeholder interviews (12) and data collection	24	\$4,800
Compile and analyze data and create report	20	\$4,000
Subtotal	46	\$9,200
Phase II: Develop Range of Policy Options and Related Costs		
Research and develop policy options, cost model, and systems map	20	\$4,000
Create Report	24	\$4,800
Subtotal	44	\$8,800
Phase III: Public Presentations on Report Findings and Policy Recommendations		
Prepare and present findings virtually at public meetings/ attend city meetings	10	\$2,000
Subtotal	10	\$2,000
Total Hours	100	\$20,000



City of Biddeford

Nichole Wood

Finance Director

Nichole.Wood@Biddefordmaine.org

MEMORANDUM

TO:	James Bennett, City Manager
FROM:	Nichole Wood, Finance Director 
DATE:	May 1, 2023
RE:	City Sewer Billing Audit Finding

At the request of City Council, staff examined the sewer bills tested by the auditors during field work in May, 2022 to determine the possible under-billing to accounts. The results are as follows:

Month Tested: December, 2021

Incorrect Categories billed: 1 (35 – Multi-Unit)

Incorrect bills found during audit fieldwork: 10

After examining the entire monthly billing for December, 2021 staff found the following:

FOR THE TOTAL BILLING PERIOD DEC, 2021:

Total bills for billing period: 458

Total Category 35 bills incorrectly charged: 108

Total amount originally billed: \$126,636.42

Total correct amount that should have been billed: \$127,641.08

Difference: \$1,004.66

Percent under billed on total DEC21 monthly billing: 0.79%

FOR JUST MULIT-UNIT CATEGORY 35 BILLED DEC, 2021

Total bills for billing period: 108

Total bills incorrectly charged: 108

Total amount originally billed: \$13,184.88

Total correct amount that should have been billed: \$14,189.54

Difference: \$1,004.66

Percent under-billed on Multi-Units for the DEC21 monthly billing: 7.08%

Average under-billed across 108 accounts: \$9.30

Maximum under-billed across 108 accounts: \$36.72

Minimum under-billed across 108 accounts: \$1.39

There is not a quick way to determine the actual effect of using the residential rates for the Multi-Units, as this data can't be exported easily to excel, and staff can't determine at this time how long the rates were incorrect. Staff estimates that it would take approximately 20

hours to determine the actual under-billing for a 10-12 month period. Billing rates normally change after the budget process is completed, and new rates are set; this would have been done prior to my start at the City in September.

Staff did make the correction in May, 2022 to prospectively correct the Multi-Unit rates, but did not go back and retroactively make any corrections, based on the audit materiality threshold established during the audit, and at the direction of the Finance Director.

Using back-of-the-envelope math, staff estimates that the effect for the 10 months of FY22 that were affected by the incorrect rates are as follows:

Estimated 10-months total billed: \$1,266,364.20

Estimated 10-months total with correct amounts: \$1,276,410.80

Estimated 10-month under-billing: \$10,046.60

Estimated percent under-billed for 10-months: 0.79%

Estimated 10-month Multi-Unit Only billed: \$131,848.80

Estimated 10-month Multi-Unit Only with correct amounts: \$141,895.40

Estimated 10-month Multi-Unit Only under-billing: \$10,046.60

Estimated percent under-billed for Multi-Unit Only: 7.08%

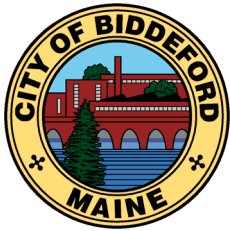
Estimated average under-billed for 10-months Multi-Unit only: \$93.00

Estimated maximum under-billed for 10-months Multi-Unit only: \$367.20

Estimated minimum under-billed for 10-months Multi-Unit only: \$13.90

During this same period of time, the city contracted with BerryDunn to perform a review of the sewer billing process that was in place prior to my start at the City. When the final report was reviewed it identified several areas for improvement in the process, which staff has since worked hard to implement, including a regular review of the sewer billing rates. Because the prior issues with the sewer billing were so varied and hard to quantify, no retroactive adjustments were made to user accounts, so I carried that judgement forward to this error in billing rates found during the audit.

I should have brought the matter forward to the City Manager, so that he could inform Finance Committee and Council to get direction, and will do so in the future if such matters arise. At the time, I believe I was still trying to figure out the difference between my auditor brain and my finance director brain.



City of Biddeford
Nichole Wood
Finance Director
Nichole.Wood@Biddefordmaine.org

MEMORANDUM

TO:	The honorable members of the Finance Committee
FROM:	Nichole Wood, Finance Director 
DATE:	May 16, 2023
RE:	April, 2023 Financial Reports

I am pleased to submit the City's financial report through the month of April, 2023.

Some things of note that are not included in the report:

Cash balances at the end of April included:

\$ 9,003,214.82	M&T Bank
11,173,392.18	Camden National Bank
<u>20,176,607.00</u>	Total liquid cash

We are currently earning 3.8% on the deposits at Camden National Bank, based on deposits over \$10MM. The balance earning interest at M&T Bank is just under \$7MM and is earning 2.75%

Through April we collected 94.4% of FY23 property taxes assessed, or \$49,122,559. The second half of property taxes were due on April 25, 2023.

Non-property tax revenue through April is trending above plan at 88%, the bulk of that coming from building, planning, code enforcement and police fees, along with waste bag sales, contracted services and investment revenue.

A positive note on the investment front: through April we have realized \$725,654 in revenues from our investments, and while we still have a significant unrealized loss of (\$382,632) for the year, the net of the two is still 180% above plan for FY23.

In December I noted to you that bond payments and interest still needed to be allocated out to the school department and to the Wastewater fund; this has been completed retroactively back to October, when the payments were made.

I have not yet processed any inter-fund transfers, as I normally wait until June to do those.

In the Wastewater fund, please note that the interfund receivable (or what you could consider the cash position of the fund) is a positive \$339,451, which is an increase of over \$550K since July 1st! This is such positive news!

For the Wastewater Statement of Revenues, Expenses and Changes in Net Position, I want to give some context. We have several different billing cycles. Our monthly billing cycle averages \$150,000/month. We have two different quarterly billing cycles, which are spread pretty evenly throughout the year. In the months where we don't have both a monthly and a quarterly billing, you will see that expenditures exceed revenues.

The statement of cash flows (page 7) shows you the changes in the interfund payable to the general fund since June 30, 2022.

The final four pages include the detail of our investments at MBS. Pages 8 - 10 include the CDs in our portfolio, and page 11 includes all of the US Treasury Notes. We have approximately \$750,000 maturing each month over the next three years. You'll notice that I've been able to purchase quite a few CDs in the 4.5-4.8% range, and even more in the 3-3.5% range over the last year.

I welcome any questions that you have.

CITY OF BIDDEFORD, MAINE
General Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the 10 months ended April 30, 2023
10 months = 83.33% Target

	Adjusted budget	July	August	September	October	November	December	January	February	March	April	May	June	Total	Variance positive (negative)	% of Budget Received
Revenues:																
Taxes:																
Property taxes, including overlay	\$ 51,037,016	48,531	5,996	51,091,461	980	20,781	11,402	1,885	933	123,735	8,580			51,314,285	277,269	100.54%
Excise taxes	3,867,500	311,710	361,536	339,877	316,170	291,306	270,176	274,951	267,747	389,656	358,276			3,181,404	(686,096)	82.26%
Franchise taxes	300,000	-	-	-	-	-	-	-	-	-	292,224			292,224	(7,776)	97.41%
Total taxes	55,204,516	360,241	367,532	51,431,338	317,149	312,087	281,578	276,836	268,680	513,392	659,080	-	-	54,787,913	(416,603)	99.25%
Licenses, permits and fees:																
Registration fees	71,845	6,530	7,591	6,958	6,250	5,523	5,175	5,224	6,267	7,533	7,561			64,612	(7,233)	89.93%
City clerk fees	70,342	4,607	6,705	6,412	4,167	5,563	6,903	4,792	2,657	5,267	7,091			54,164	(16,178)	77.00%
Building permits	600,500	34,115	53,773	51,457	141,965	38,102	33,332	20,687	64,528	104,441	23,723			566,124	(34,376)	94.28%
Electrical permits	70,000	2,801	6,867	3,928	5,284	4,060	6,354	6,743	9,361	8,330	1,860			55,586	(14,414)	79.41%
Plumbing permits	30,000	1,800	(750)	1,520	2,320	3,135	2,290	10,660	1,995	2,810	270			26,050	(3,950)	86.83%
Planning	85,122	2,815	41,685	47,260	46,385	19,195	6,790	8,210	3,328	13,215	89,990			278,873	193,751	327.62%
Code enforcement fees	84,000	-	-	-	-	-	-	-	-	105,625	-			105,625	21,625	125.74%
Street opening	6,500	-	30	520	-	330	360	90	60	120	-			1,510	(4,990)	23.23%
Public works permits	3,600	50	-	-	-	1,050	1,400	-	-	-	-			2,500	(1,100)	69.44%
Cemetery	10,000	625	1,150	-	1,350	650	1,250	-	-	3,000	-			8,025	(1,975)	80.25%
Police fees	420,517	89,633	16,668	16,696	9,465	11,160	123,879	93,384	13,576	62,994	8,609			446,064	25,547	106.08%
Waste bag sales	65,000	4,708	12,625	1,506	7,236	11,084	699	563	-	24,980	4,280			67,681	2,681	104.12%
Contracted services	-	-	-	-	94,721	-	-	-	-	-	-			94,721	94,721	100.00%
Total licenses, permits and fees	1,517,426	147,684	146,344	136,257	319,143	99,851	188,432	150,352	101,772	338,316	143,384	-	-	1,771,534	254,108	116.75%
Intergovernmental:																
State revenue sharing	4,125,000	479,592	313,656	344,232	490,948	344,155	303,894	367,711	423,159	176,444	255,526			3,499,317	(625,683)	84.83%
Homestead exemption	960,101	-	705,177	-	-	-	-	-	-	-	-			705,177	(254,924)	73.45%
BETE reimbursement	343,875	-	-	-	-	-	343,875	-	-	-	-			343,875	-	100.00%
General assistance reimbursement	122,150	-	32,772	-	-	-	7,858	-	-	-	-			40,630	(81,520)	33.26%
State road assistance	190,000	-	-	-	-	-	-	-	-	-	-			-	(190,000)	0.00%
Tree Growth reimbursement	46,000	-	-	-	23,386	-	-	-	-	-	-			23,386	(22,614)	50.84%
Veterans tax reimbursement	10,726	19,102	-	-	-	-	-	-	-	-	-			19,102	8,376	178.09%
Police grants	50,000	-	-	231	6,889	-	-	-	-	-	-			7,119	(42,881)	14.24%
Miscellaneous - City	10,000	50	-	-	10	10	-	-	-	150	-			220	(9,780)	2.20%
Total intergovernmental	5,857,852	498,744	1,051,605	344,463	521,233	344,165	655,627	367,711	423,159	176,594	255,526	-	-	4,638,827	(1,219,025)	79.19%

CITY OF BIDDEFORD, MAINE
General Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the 10 months ended April 30, 2023
10 months = 83.33% Target

	Adjusted budget	July	August	September	October	November	December	January	February	March	April	May	June	Total	Variance positive (negative)	% of Budget Received/ Spent
Revenues, continued:																
Investment Income:																
Interest Income	\$ 190,000	38,312	89,915	58,070	69,897	316,294	164,389	(221,935)	71,394	71,744	67,573			725,654	535,654	381.92%
Unrealized Gain (Loss)	-	23,190	(176,309)	(443,315)	(135,484)	71,929	93,623	71,686	(175,077)	187,110	100,015			(382,632)	(382,632)	0.00%
Total Investment Income	190,000	61,502	(86,394)	(385,244)	(65,587)	388,223	258,012	(150,248)	(103,683)	258,853	167,588	-	-	343,022	153,022	180.54%
Other:																
Recycling	50,000	7,432	4,756	7,085	(4,961)	6,372	1,434	3,023	4,395	2,665	-			32,202	(17,798)	64.40%
Public Works	233,000	14,585	24,610	13,638	9,127	5,747	6,190	9,116	5,023	13,855	10,095			111,985	(121,015)	48.06%
Rental income- City	215,092	12,413	44,969	21,583	19,074	13,555	9,245	16,099	11,554	16,099	10,383			174,975	(40,117)	81.35%
Welfare	-	-	-	-	-	-	-	-	-	-	-			-	-	0.00%
Miscellaneous	15,075	30	83	20,142	2	3,933	4,176	-	35	2,610	5			31,016	15,941	205.74%
Total other	513,167	34,460	74,419	62,448	23,243	29,606	21,046	28,238	21,006	35,229	20,483	-	-	350,177	(162,990)	68.24%
Total revenues	63,092,961	1,102,631	1,553,505	51,589,261	1,115,180	1,173,932	1,404,695	672,888	710,935	1,322,383	953,837	-	-	61,599,247	(2,219,368)	97.63%
Expenditures:																
Current:																
General government:																
Mayor	33,935	1,733	1,804	3,343	2,856	2,034	1,778	1,980	2,316	1,733	1,733			21,311	12,624	62.80%
City manager	368,384	18,358	39,094	36,486	33,363	40,538	35,028	32,723	35,822	34,622	28,442			334,477	33,907	90.80%
City clerk	347,652	19,551	32,195	25,056	26,265	34,960	33,569	21,704	26,337	31,427	25,912			276,975	70,677	79.67%
Elections/voter registration	11,500	-	-	94	144	5,510	-	29	58	-	38			5,872	5,628	51.06%
Assessor	233,497	12,539	22,711	17,331	19,732	21,514	17,236	20,183	17,056	21,320	17,448			187,070	46,427	80.12%
Finance/tax collection	395,071	24,092	29,226	24,035	27,533	37,329	28,162	25,362	25,041	32,073	31,410			284,263	110,808	71.95%
Computer services	206,509	5,700	9,500	9,172	8,455	16,811	15,152	17,501	10,421	10,428	7,652			110,792	95,717	53.65%
Human resources	258,892	9,759	16,311	17,524	17,676	29,166	18,080	17,982	24,446	22,160	18,194			191,296	67,596	73.89%
Planning/economic development	427,787	19,211	31,400	28,756	28,745	52,873	25,270	54,769	22,055	64,439	34,088			361,603	66,184	84.53%
Code enforcement/inspections	449,987	25,141	41,181	32,813	34,351	42,873	33,921	33,774	33,433	43,394	34,954			355,834	94,153	79.08%
General administration	2,131,797	167,873	519,178	165,877	219,695	104,496	180,164	103,815	130,531	127,068	64,464			1,783,161	348,636	83.65%
Employee benefits	6,734,784	303,716	563,695	470,636	456,794	568,922	483,887	458,365	488,676	609,841	465,194			4,869,724	1,865,060	72.31%
Capital expenditures	-	3,720	-	-	-	-	-	-	-	-	-			3,720	(3,720)	0.00%
Total general government	11,599,795	611,393	1,306,296	831,122	875,607	957,026	872,246	788,186	816,190	998,503	729,530	-	-	8,786,099	2,813,697	75.74%

CITY OF BIDDEFORD, MAINE
General Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the 10 months ended April 30, 2023
10 months = 83.33% Target

	Adjusted budget	July	August	September	October	November	December	January	February	March	April	May	June	Total	Variance positive (negative)	% Budget Spent
Expenditures, continued:																
Current, continued:																
Public services and libraries:																
City Hall building	\$ 196,859	6,039	13,461	10,129	7,886	12,166	17,992	20,153	14,280	16,673	23,475			142,253	54,606	72.26%
Private schools	25,136	-	-	-	-	-	-	-	-	-	-			-	25,136	0.00%
Community Center building	238,410	7,179	11,800	15,470	12,861	12,630	34,482	24,076	24,257	33,858	19,877			196,490	41,920	82.42%
Recreation	628,316	61,267	94,580	50,466	52,937	67,512	50,381	49,427	48,700	62,990	52,151			590,410	37,906	93.97%
Health and welfare	307,771	12,899	34,818	21,759	19,886	61,676	57,012	49,670	56,988	38,005	63,266			415,980	(108,209)	135.16%
Social services	90,000	-	-	90,000	-	-	-	-	-	-	-			90,000	-	100.00%
Municipal services	1,104,083	297,917	216,736	48,217	53,079	95,833	47,917	136,939	57,359	47,917	495			1,002,407	101,676	90.79%
Communications	374,000	10,785	19,663	16,211	15,380	18,525	21,554	16,031	22,121	24,293	23,071			187,634	186,366	50.17%
Capital expenditures	230,000	-	-	-	34,950	-	-	702	3,500	1,599	697			41,447	188,553	18.02%
Total public services and libraries	3,194,574	396,086	391,058	252,252	196,978	268,342	229,339	296,998	227,203	225,334	183,031	-	-	2,666,622	527,953	83.47%
Public safety:																
Fire department	4,355,812	241,003	364,802	299,547	318,458	354,112	334,459	319,829	244,628	331,639	303,094			3,111,572	1,244,241	71.43%
Biddeford Pool fire department	10,640	113	87	84	194	41	484	1,116	482	677	391			3,670	6,970	34.49%
Emergency management	11,031	615	877	702	702	877	879	702	702	877	702			7,634	3,397	69.21%
Hydrant rental	540,772	39,482	43,882	43,882	43,882	43,882	43,882	4,400	43,882	43,882	39,482			390,540	150,232	72.22%
Police administration and patrol	4,670,274	256,342	460,708	394,475	349,822	417,085	362,781	377,525	358,020	432,750	332,240			3,741,748	928,526	80.12%
Police investigative services	545,558	35,165	52,083	40,866	41,739	54,238	45,393	47,001	45,777	53,589	42,813			458,664	86,894	84.07%
Communications	1,476,599	113,504	143,151	120,119	118,065	142,152	128,138	125,282	122,428	158,826	145,620			1,317,284	159,315	89.21%
Animal control officer	94,978	3,546	13,611	12,332	4,539	5,199	11,516	4,503	3,734	4,818	3,566			67,364	27,614	70.93%
Street and traffic lights	134,030	4,763	8,664	12,847	45,127	29,755	16,954	43,288	15,098	11,103	15,645			203,245	(69,215)	151.64%
Capital expenditures	75,000	16,796	-	-	-	-	-	-	-	-	-			16,796	58,204	22.40%
Total public safety	11,914,694	711,330	1,087,865	924,854	922,528	1,047,342	944,487	923,646	834,749	1,038,162	883,554	-	-	9,318,516	2,596,178	78.21%
Public works:																
Administration	1,351,421	61,818	105,333	83,872	89,795	109,850	87,844	90,137	94,710	128,877	84,768			937,003	414,418	69.33%
Street maintenance	1,739,915	75,094	147,748	187,849	117,454	111,771	119,722	160,749	212,645	202,879	133,254			1,469,166	270,750	84.44%
Solid waste management	1,347,221	31,516	130,295	111,103	125,587	141,194	98,192	135,632	108,184	113,629	114,803			1,110,133	237,088	82.40%
Parks	595,112	26,023	50,257	31,694	28,582	39,262	42,674	38,014	49,100	51,563	40,716			397,887	197,225	66.86%
Cemetery	44,327	2,728	3,995	1,929	3,348	2,044	3,945	3,548	26	25	2,618			24,205	20,122	54.61%
Engineering	329,499	15,828	10,552	31,432	8,543	20,318	25,422	20,228	47,136	18,145	12,665			210,268	119,231	63.81%
GIS division	80,180	4,219	7,024	5,603	5,623	7,027	5,621	5,625	5,710	7,257	5,614			59,323	20,857	73.99%
Capital expenditures	1,295,000	-	-	-	452,914	15,124	42,813	97,633	194,935	-	239			803,658	491,342	62.06%
Total public works	6,782,675	217,226	455,205	453,483	831,846	446,590	426,232	551,566	712,446	522,373	394,676	-	-	5,011,643	1,771,032	73.89%
County tax	1,410,767	-	-	-	-	-	-	-	-	-	-	-	-	-	1,410,767	0.00%

CITY OF BIDDEFORD, MAINE
General Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the 10 months ended April 30, 2023
10 months = 83.33% Target

	Adjusted budget	July	August	September	October	November	December	January	February	March	April	MAY	JUNE	Total	Variance positive (negative)	% Budget Spent
Expenditures, continued:																
Debt service:																
Principal - bonds and notes	2,185,194	9,294	9,294	80,254	826,000	164,527	32,271	9,527	9,527	9,527	24,330			1,174,550	1,010,644	53.75%
Interest - bonds and notes	985,453	3,206	3,206	22,630	378,556	21,789	10,729	2,973	2,973	2,973	468,595			917,629	67,824	93.12%
Principal - capital leases	1,299,287	233,479	-	15,545	-	-	547,999	-	-	15,757	-			812,780	486,507	62.56%
Interest - capital leases	65,531	18,727	1,797	1,319	-	-	105,812	-	-	1,106	-			128,761	(63,230)	196.49%
Total debt service	4,535,465	264,707	14,297	119,747	1,204,556	186,316	696,811	12,500	12,500	29,363	492,924	-	-	3,033,720	1,501,745	66.89%
Total expenditures	39,437,971	2,200,741	3,254,721	2,581,457	4,031,515	2,905,615	3,169,115	2,572,896	2,603,088	2,813,736	2,683,715	-	-	28,816,600	10,621,371	73.07%
Excess (deficiency) of revenues over (under) expenditures	23,654,990	(1,098,110)	(1,701,216)	49,007,804	(2,916,335)	(1,731,683)	(1,764,421)	(1,900,008)	(1,892,153)	(1,491,353)	(1,437,653)	-	-	33,074,872	8,694,228	139.82%
Other financing sources (uses):																
Transfers - in	1,950,000	-	-	-	-	-	-	-	-	-	-			-	1,950,000	0.00%
Transfers - out	-	-	-	-	-	-	-	-	-	-	-			-	-	100.00%
Sale of City property	-	-	-	-	-	-	-	-	-	5,387	-			5,387	(5,387)	100.00%
Financed purchases issued	-	-	-	-	-	-	-	-	-	-	-			-	-	100.00%
Use of restricted fund balance	520,000	-	-	-	-	-	-	-	-	-	-			-	520,000	0.00%
Total other financing sources (uses)	2,470,000	-	-	-	-	-	-	-	-	5,387	-	-	-	5,387	2,464,613	0.22%
														33,080,259	11,158,841	
Appropriation to Schools from Property Tax	23,729,071													(23,729,071)		
Excess of revenues over expenditures (CITY only)														9,351,188		

CITY OF BIDDEFORD, MAINE
Statement of Net Position
Proprietary Funds
As of April 30, 2023

Wastewater Fund		April 2023
ASSETS		
Current assets:		
Accounts receivable - billed	\$	631,476
Accounts receivable - unbilled		933,799
Notes receivable, current		-
Sewer liens		55,318
Prepaid expenses		30,146
Interfund loans receivable		339,451
Total current assets		1,990,190
Noncurrent assets:		
Notes receivable		25,574
Property, plant, and equipment		43,693,722
Less accumulated depreciation		(20,498,911)
Total noncurrent assets		23,220,385
Total assets		25,210,575
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflow of resources related to pensions		289,743
Deferred outflow of resources related to OPEB Health		-
Total deferred outflows of resources		289,743
LIABILITIES		
Current liabilities:		
Accounts payable and other		157,687
Accrued interest payable		37,448
Interfund loans payable		-
Bonds and notes payable, current		-
Total current liabilities		195,135
Noncurrent liabilities:		
Net pension liability		(45,832)
Net OPEB - Health liability		497,393
Bonds and notes payable		1,926,346
Total noncurrent liabilities		2,377,907
Total liabilities		2,573,042
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows of resources related to pensions		627,650
Deferred inflows of resources related to OPEB Health		71,587
Deferred inflows of resources related to advance refunding		9,000
Total deferred inflows of resources		708,237
NET POSITION		
Net investment in capital assets		20,894,941
Unrestricted		1,324,098
Total net position	\$	22,219,039

CITY OF BIDDEFORD, MAINE
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
For the 10 months ended April 30, 2023
10 months = 83.33% Target

Wastewater Fund													
	July	August	September	October	November	December	January	February	March	April	May	June	Total
Operating revenues:													
Charges for services	\$ 156,410	343,701	155,944	523,212	382,517	131,291	465,874	333,547	118,503	448,236			3,059,233
Intergovernmental	-	-	-	-	-	-	-	-	-	-			-
Other	14,981	4,319	988	35,136	3,580	72,680	11,820	29,236	9,583	21,117			203,440
Total operating revenues	171,391	348,020	156,932	558,347	386,097	203,971	477,693	362,783	128,086	469,353	-	-	3,262,673
Operating expenses:													
Personnel services	104,404	166,107	135,943	130,063	167,084	129,153	134,971	108,220	159,597	125,376			1,360,920
Contract services	19	2,090	228	8,419	17,905	1,893	8,376	10,160	1,169	2,906			53,165
Supplies, maintenance and repairs	31,381	90,696	45,060	55,306	112,058	75,362	25,561	75,120	39,172	18,070			567,784
Insurance	-	15,073	-	10,161	-	-	-	-	-	-			25,234
Utilities	2,148	17,686	19,802	18,305	21,291	20,191	23,010	27,350	26,735	26,230			202,748
Other	12	33,779	18,425	21,170	25,819	18,182	16,361	19,071	17,054	9,174			179,048
Depreciation	-	-	-	-	-	-	-	-	-	-			-
Total operating expenses	137,963	325,432	219,459	243,423	344,157	244,781	208,280	239,921	243,727	181,757	-	-	2,388,900
Operating income (loss)	33,428	22,588	(62,527)	314,924	41,940	(40,810)	269,414	122,861	(115,641)	287,596	-	-	873,773
Nonoperating expense:													
Interest expense	-	-	-	-	-	-	(45,205)	-	-	(44,430)	-	-	(89,635)
Total nonoperating expense	-	-	-	-	-	-	(45,205)	-	-	(44,430)	-	-	(89,635)
Net income (loss) before transfers and contributions	33,428	22,588	(62,527)	314,924	41,940	(40,810)	224,208	122,861	(115,641)	243,166	-	-	784,138
Transfers and contributions:													
Transfers - in	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer in - ARPA Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers - out	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-	-	-	-	-
Total transfers	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in net position	33,428	22,588	(62,527)	314,924	41,940	(40,810)	224,208	122,861	(115,641)	243,166	-	-	784,138
Net position, beginning	21,434,901	21,468,329	21,490,917	21,428,390	21,743,314	21,785,254	21,744,444	21,968,653	22,091,514	21,975,873	22,219,039	22,219,039	21,434,901
Net position, ending	\$ 21,468,329	21,490,917	21,428,390	21,743,314	21,785,254	21,744,444	21,968,653	22,091,514	21,975,873	22,219,039	22,219,039	22,219,039	22,219,039

CITY OF BIDDEFORD, MAINE
Statement of Cash Flows
Proprietary Funds
As of April 30, 2023

Wastewater Fund		April 2023
Cash flows from operating activities:		
Receipts from customers and users	\$	3,361,694
Payments to suppliers and service providers		(993,674)
Payments to employees for salaries and benefits		(1,360,920)
Net cash provided by (used in) operating activities		1,007,100
Cash flows from noncapital financing activities:		
Transfers to other funds		-
Transfers from other funds		-
Principal payments received on note receivable		4,485
Net cash provided by (used in) noncapital financing activities		4,485
Cash flows from capital and related financing activities:		
Acquisition and construction of capital assets		(45,524)
Principal paid on capital debt		(319,000)
Interest paid on capital debt		(89,635)
Net cash provided by (used in) capital and related financing activities		(454,159)
Net increase (decrease) in cash and cash equivalents		557,425
Interfund loan payable to General Fund, June 30, 2022		(217,974)
Interfund loan payable to General Fund, April 30, 2023	\$	339,451
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:		
Operating income (loss)		873,773
Adjustments to reconcile net income (loss) to net cash provided by (used in) operating activities:		
Depreciation expense		-
(Increase) decrease in operating assets:		
Accounts receivable		99,021
Prepaid expenses		(30,146)
Increase (decrease) in operating liabilities:		
Accounts payable		64,451
Net cash provided by (used in) operating activities	\$	1,007,100
Schedule of non-cash capital and related financing activities:		
Contributed capital assets	\$	-

City of Biddeford
Detail of Cash & Investment Account Balances
as of April 30, 2023

Name	Bank/Broker/Holder	Cusip/Bank Account #	FDIC #	Investment/CD Matures	Interest Rate	Carrying Balance	Market Value @ 4/30	Diff. Market to Cost	Accrued Interest @ 4/30	Original Cost
Certificate of Deposit	TBK BK SSB	87220LBD5	23498	05/26/23	2.050%	244,000.00	243,438.80	(561.20)	4,631.99	244,000.00
Certificate of Deposit	UBS Bk	90348JCR9	57565	05/30/23	3.150%	248,000.00	247,610.64	(389.36)	0.00	248,000.00
Certificate of Deposit	Baycoast Bk	072727CH1	90196	06/01/23	4.500%	244,000.00	243,880.44	(119.56)	4,512.33	244,000.00
Certificate of Deposit	Security St Bk	81489RCMO	18374	06/09/23	2.000%	249,000.00	248,150.91	(849.09)	272.88	249,000.00
Certificate of Deposit	American Express Bank	02589AAF9	27471	06/19/23	3.250%	150,000.00	149,623.50	(376.50)	1,763.01	150,000.00
Certificate of Deposit	Dart Bk	237412AP6	5033	06/21/23	2.150%	249,000.00	247,981.59	(1,018.41)	132.00	249,000.00
Certificate of Deposit	Pinnacle Bk	72345SKV2	35583	08/28/23	2.150%	249,000.00	246,691.77	(2,308.23)	44.00	249,000.00
Certificate of Deposit	Regions Bk	29278TKR0	12368	08/30/23	1.800%	200,000.00	197,882.00	(2,118.00)	0.00	200,000.00
Certificate of Deposit	Kearny Bk	48714LCD9	28765	10/30/23	1.700%	247,000.00	244,470.72	(2,529.28)	2,085.63	247,000.00
Certificate of Deposit	Bank of Ozark	06417N7Q0	110	10/18/23	4.450%	249,000.00	248,479.59	(520.41)	364.29	249,000.00
Certificate of Deposit	Bank of China	06428FXX0	33653	10/30/23	1.700%	248,000.00	244,032.00	(3,968.00)	23.10	248,000.00
Certificate of Deposit	BMO Harris Bank	05600XFN5	16571	11/27/23	2.450%	246,000.00	242,600.28	(3,399.72)	2,542.90	246,000.00
Certificate of Deposit	Evergreen Bk Group	30018KT1	35230	12/22/23	1.500%	249,000.00	245,200.26	(3,799.74)	136.44	249,000.00
Certificate of Deposit	Synovus Bk	87164DTL4	873	12/22/23	2.500%	246,000.00	242,258.34	(3,741.66)	2,173.56	246,000.00
Certificate of Deposit	Bank Baroda New York	06063HBA0	33681	12/28/23	3.500%	250,000.00	247,727.50	(2,272.50)	2,948.63	250,000.00
Certificate of Deposit	United Bankers Bk	909557JR2	22180	01/05/24	2.000%	249,000.00	244,134.54	(4,865.46)	327.45	249,000.00
Certificate of Deposit	Ultima Bk Minn	90385LDC0	8867	01/16/24	2.800%	249,000.00	245,342.19	(3,657.81)	286.52	249,000.00
Certificate of Deposit	One Cmnty Bk	682325AY1	22334	01/29/24	2.000%	249,000.00	243,693.81	(5,306.19)	13.64	249,000.00
Certificate of Deposit	Sturgis Bk & tr	564088EX3	28593	02/05/24	3.100%	249,000.00	245,645.97	(3,354.03)	549.85	249,000.00
Certificate of Deposit	Key Bank	49306SH25	17534	02/20/24	4.800%	244,000.00	243,846.28	(153.72)	5,262.38	244,000.00
Certificate of Deposit	MS Private Bk	61760awh8	34221	02/21/24	3.000%	250,000.00	246,250.00	(3,750.00)	1,397.26	250,000.00
Certificate of Deposit	Goldman Sachs	38148P5S2	33124	03/06/24	3.000%	248,000.00	244,089.04	(3,910.96)	1,121.10	248,000.00
Certificate of Deposit	Citibank	17312Q3J6	7213	03/08/24	3.000%	248,000.00	244,064.24	(3,935.76)	1,080.33	248,000.00
Certificate of Deposit	Wells Fargo	949763ZA7	3511	04/10/24	2.850%	249,000.00	244,328.76	(4,671.24)	388.85	249,000.00
Certificate of Deposit	Guaranty ST BK & TR Co	401228BJ9	10907	04/15/24	0.200%	249,000.00	238,063.92	(10,936.08)	21.83	249,000.00
Certificate of Deposit	Capital One	14042RRG8	4297	05/20/24	2.800%	250,000.00	244,812.50	(5,187.50)	3,181.85	250,000.00

City of Biddeford
Detail of Cash & Investment Account Balances
as of April 30, 2023

Name	Bank/Broker/Holder	Cusip/Bank Account #	FDIC #	Investment/CD Matures	Interest Rate	Carrying Balance	Market Value @ 4/30	Diff. Market to Cost	Accrued Interest @ 4/30	Original Cost
Certificate of Deposit	Piermont Bk New York	720794AC0	59154	07/15/24	3.050%	249,000.00	243,586.74	(5,413.26)	332.91	249,000.00
Certificate of Deposit	Comm BK Claremont	20367GBE8	26363	08/12/24	3.100%	153,000.00	149,551.38	(3,448.62)	259.89	153,000.00
Certificate of Deposit	Capital One Bk USA Natl Glen Allen	14042TCB1	4297	08/21/24	2.000%	247,000.00	237,912.87	(9,087.13)	920.33	247,000.00
Certificate of Deposit	Merrick Bk	59013KVS2	34519	12/13/24	4.850%	248,000.00	247,605.68	(394.32)	560.21	248,000.00
Certificate of Deposit	Intercredit Bk NA	458657MF7	25258	12/16/24	2.550%	249,000.00	239,630.13	(9,369.87)	260.94	249,000.00
Certificate of Deposit	Everett Co-operative BK	30002CAV0		02/10/25	4.400%	244,000.00	241,621.00	(2,379.00)	2,382.51	244,000.00
Certificate of Deposit	Saco & Biddeford Savings Ins	78577TGB5	17743	03/28/25	1.000%	249,000.00	230,925.09	(18,074.91)	13.64	249,000.00
Certificate of Deposit	BMW Bk North Amer	05580AL85	35141	04/08/25	2.500%	246,000.00	234,718.44	(11,281.56)	370.68	246,000.00
Certificate of Deposit	Comenity Cap Bk	20033A3U8		04/17/25	4.650%	249,000.00	247,386.48	(1,613.52)	412.38	249,000.00
Certificate of Deposit	Haddon Svgs Bk	404730DV2	28222	04/28/25	0.450%	249,000.00	227,605.92	(21,394.08)	12.28	249,000.00
Certificate of Deposit	First Natl Damariscotta	32117BEZ7	4256	09/22/25	3.400%	249,000.00	240,118.17	(8,881.83)	185.56	249,000.00
Certificate of Deposit	First Internet Bk Fishers	32056GDQ0	34607	09/29/25	4.000%	249,000.00	243,454.77	(5,545.23)	54.58	249,000.00
Certificate of Deposit	Luana Svgs Bk	549104D38		10/21/25	4.450%	244,000.00	241,028.08	(2,971.92)	267.73	244,000.00
Certificate of Deposit	LCA Bk Corp	501798SD5	58148	10/22/25	2.450%	246,000.00	231,606.54	(14,393.46)	132.10	246,000.00
Certificate of Deposit	City Natl Bk	178180GQ2	17281	11/10/25	4.850%	244,000.00	243,289.96	(710.04)	5,576.57	244,000.00
Certificate of Deposit	Farmers & Merchants Bk	307811EJ4	15779	01/15/26	3.000%	249,000.00	236,607.27	(12,392.73)	306.99	249,000.00
Certificate of Deposit	Live Oak bkg	538036VP6	58665	03/13/26	2.000%	191,331.80	184,188.00	(7,143.80)	317.81	191,331.80
Certificate of Deposit	Customers Bk	23204HNP9		03/24/26	5.050%	243,000.00	243,607.50	607.50	1,243.96	243,000.00
Certificate of Deposit	Beal Bk Plano Tex	07371AG98	32574	03/25/26	2.150%	247,000.00	228,378.67	(18,621.33)	436.48	247,000.00
Certificate of Deposit	Beal Bk USA Las Vegas	07371CS91	57833	03/25/26	2.150%	247,000.00	228,378.67	(18,621.33)	436.48	247,000.00
Certificate of Deposit	Eaglebank Bethesda	27002YFV3		04/21/26	4.650%	249,000.00	246,928.32	(2,071.68)	285.50	249,000.00
Certificate of Deposit	Ally Bk	02007GQH9	57803	04/28/26	2.850%	246,000.00	231,722.16	(14,277.84)	38.42	246,000.00
Certificate of Deposit	Morgan Stanley Bk NA	61690UJ5O	32992	05/19/26	3.200%	246,000.00	233,953.38	(12,046.62)	3,493.87	246,000.00
Certificate of Deposit	Discover Bank	254673K39	5649	06/29/26	3.250%	246,000.00	233,968.14	(12,031.86)	2,694.21	246,000.00
Certificate of Deposit	1st FINL BK	32022RSC2	1673	08/03/26	3.250%	249,000.00	236,460.36	(12,539.64)	642.97	249,000.00
Certificate of Deposit	First Business Bank	31938QW26		08/17/26	4.000%	245,000.00	238,184.10	(6,815.90)	1,986.85	245,000.00

City of Biddeford
Detail of Cash & Investment Account Balances
as of April 30, 2023

Name	Bank/Broker/Holder	Cusip/Bank Account #	FDIC #	Investment/CD Matures	Interest Rate	Carrying Balance	Market Value @ 4/30	Diff. Market to Cost	Accrued Interest @ 4/30	Original Cost
Certificate of Deposit	Old Mo Bk	68002LCN6	8252	10/29/26	2.650%	249,000.00	231,004.77	(17,995.23)	18.08	249,000.00
Certificate of Deposit	Nelnet Bk	64034KAG6	59205	02/02/27	1.500%	248,000.00	219,522.16	(28,477.84)	886.68	248,000.00
Certificate of Deposit	Barclays Bk Del Retail	06740KPP6	57203	04/20/27	2.700%	246,000.00	227,016.18	(18,983.82)	181.97	246,000.00
Certificate of Deposit	Celtic Bk	15118RZB6	57056	07/15/27	3.350%	249,000.00	234,792.06	(14,207.94)	342.80	249,000.00
Certificate of Deposit	Medallion Bk	58404DQE4	57449	07/28/27	3.400%	100,000.00	94,441.00	(5,559.00)	18.63	100,000.00
Certificate of Deposit	Third Fed Savgs Ln	88413QDN5	30012	08/19/27	3.300%	245,000.00	230,366.15	(14,633.85)	1,550.55	245,000.00
						13,912,331.80	13,503,859.73	(408,472.07)	61,886.38	13,912,331.80

City of Biddeford
Detail of Cash & Investment Account Balances
as of April 30, 2023

							Quantity	Market Value @ 4/30	Diff. Market to Cost	Accrued Interest @ 4/30	Purchase Price	Purchased Interest Remaining	Discount	Total Days to Maturity	April Discount	Purchase Price	Total Discount Recorded
US Treasury Securities	United Sts Treas Nts	912828S92	5/13/2022	07/31/23	1.250%	750,000.00	742,732.50	(5,666.82)	2,304.90	742,275.00			7,725.00	444	521.96	98.9700	6,124.32
US Treasury Securities	United Sts Treas Nts	912828T26	2/16/2022	09/30/23	1.375%	500,000.00	492,715.00	(7,194.39)	563.52	499,650.00			350.00	591	17.77	99.9300	259.39
US Treasury Securities	United Sts Treas Nts	91282CDD0	2/16/2022	10/31/23	0.375%	500,000.00	488,885.00	(9,464.32)	0.00	494,420.00			5,580.00	622	269.13	98.8840	3,929.32
US Treasury Securities	United Sts Treas Nts	912828U57	5/13/2022	11/30/23	2.125%	750,000.00	737,902.50	(11,190.08)	6,611.44	747,600.00			2,400.00	566	127.21	99.6800	1,492.58
US Treasury Securities	United Sts Treas Nts	91282CEG2	9/1/2022	03/31/24	2.250%	250,000.00	244,200.00	(3,164.99)	461.07	245,475.00			4,525.00	577	235.27	98.1900	1,889.99
US Treasury Securities	United Sts Treas Nts	91282CEK3	9/1/2022	04/30/24	2.500%	250,000.00	244,297.50	(3,471.53)	0.00	246,300.00			3,700.00	607	182.87	98.5200	1,469.03
US Treasury Securities	United Sts Treas Nts	91282CCC3	2/16/2022	05/15/24	0.250%	500,000.00	476,975.00	(16,140.02)	573.20	485,200.00			14,800.00	819	542.12	97.0400	7,915.02
US Treasury Securities	United Sts Treas Nts	912828WJ5	4/21/2022	05/15/24	2.500%	500,000.00	488,380.00	(11,493.84)	5,732.04	499,750.00			250.00	755	9.93	99.9500	123.84
US Treasury Securities	United Sts Treas Nts	91282CCG4	2/1/2022	06/15/24	0.250%	500,000.00	475,705.00	(19,079.51)	467.03	489,050.00			10,950.00	865	379.77	97.8100	5,734.51
US Treasury Securities	United Sts Treas Nts	91282CEX5	9/1/2022	06/30/24	3.000%	250,000.00	245,245.00	(3,492.54)	2,486.19	248,025.00			1,975.00	668	88.70	99.2100	712.54
US Treasury Securities	United Sts Treas Nts	912828Y87	3/14/2022	07/31/24	1.750%	500,000.00	482,795.00	(17,205.00)	2,151.24	500,000.00			0.00	870	0.00	100.0000	-
US Treasury Securities	United Sts Treas Nts	91282CFN6	10/27/2022	09/30/24	4.250%	500,000.00	498,455.00	(807.78)	1,741.80	499,000.00			1,000.00	704	42.61	99.8000	262.78
US Treasury Securities	United Sts Treas Nts	9128282Y5	5/13/2022	09/30/24	2.125%	750,000.00	726,360.00	(18,545.34)	1,306.35	741,450.00			8,550.00	871	294.49	98.8600	3,455.34
US Treasury Securities	United Sts Treas Nts	91282CDB4	2/1/2022	10/15/24	0.625%	500,000.00	473,300.00	(22,101.22)	128.07	491,500.00			8,500.00	987	258.36	98.3000	3,901.22
US Treasury Securities	United Sts Treas Nts	9128283D0	9/1/2022	10/31/24	2.250%	250,000.00	242,197.50	(3,595.80)	0.00	243,950.00			6,050.00	791	229.46	97.5800	1,843.30
US Treasury Securities	United Sts Treas Nts	912828G38	5/13/2022	11/15/24	2.250%	750,000.00	726,180.00	(19,106.53)	7,738.26	742,350.00			7,650.00	917	250.27	98.9800	2,936.53
US Treasury Securities	United Sts Treas Nts	91282CDN8	1/18/2022	12/15/24	1.000%	300,000.00	284,484.00	(14,795.10)	1,120.88	298,713.28			1,286.72	1,062	36.35	99.5710	565.82
US Treasury Securities	United Sts Treas Nts	9128283VO	5/13/2022	01/31/25	2.500%	750,000.00	728,115.00	(19,559.85)	4,609.81	746,400.00			3,600.00	994	108.65	99.5200	1,274.85
US Treasury Securities	United Sts Treas Nts	912828ZC7	1/18/2022	02/28/25	1.125%	370,000.00	350,212.40	(19,380.50)	689.98	369,309.14			690.86	1,137	18.23	99.8132	283.76
US Treasury Securities	United Sts Treas Nts	9128284F4	8/15/2022	03/31/25	2.625%	500,000.00	486,270.00	(9,636.57)	1,075.82	494,400.00			5,600.00	959	175.18	98.8800	1,506.57
US Treasury Securities	United Sts Treas Nts	91282CEQ0	1/3/2023	05/15/25	2.750%	500,000.00	486,975.00	1,021.93	6,305.25	483,750.00	1,899.17		16,250.00	863	564.89	96.7500	2,203.07
US Treasury Securities	United Sts Treas Nts	912828ZT0	2/1/2022	05/31/25	0.250%	500,000.00	462,285.00	(22,192.78)	518.54	475,250.00			24,750.00	1,215	611.11	95.0500	9,227.78
US Treasury Securities	United Sts Treas Nts	912828XZ8	5/13/2022	06/30/25	2.750%	750,000.00	730,170.00	(20,349.23)	6,837.02	750,750.00			(750.00)	1,144	-19.67	100.1000	(230.77)
US Treasury Securities	United Sts Treas Nts	91282CAB7	2/1/2022	07/31/25	0.250%	500,000.00	460,195.00	(26,905.31)	307.32	480,000.00			20,000.00	1,276	470.22	96.0000	7,100.31
US Treasury Securities	United Sts Treas Nts	9128284Z0	7/13/2022	08/31/25	2.750%	500,000.00	486,620.00	(8,904.89)	2,279.21	494,000.00			6,000.00	1,145	157.21	98.8000	1,524.89
US Treasury Securities	United Sts Treas Nts	91282CFK2	10/27/2022	09/15/25	3.500%	500,000.00	495,020.00	4,336.60	2,187.50	488,700.00			11,300.00	1,054	321.63	97.7400	1,983.40
US Treasury Securities	United Sts Treas Nts	9128285C0	7/13/2022	09/30/25	3.000%	500,000.00	489,180.00	(9,202.47)	1,229.51	497,850.00			2,150.00	1,175	54.89	99.5700	532.47
US Treasury Securities	United Sts Treas Nts	9128285N6	7/13/2022	11/30/25	2.875%	500,000.00	487,580.00	(9,017.69)	5,963.26	495,550.00			4,450.00	1,236	108.01	99.1100	1,047.69
US Treasury Securities	United Sts Treas Nts	9128285T3	7/13/2022	12/31/25	2.625%	500,000.00	484,415.00	(9,139.62)	4,350.83	491,632.80			8,367.50	1,267	198.13	98.3265	1,921.82
US Treasury Securities	United Sts Treas Nts	9128286A3	8/15/2022	01/31/26	2.625%	250,000.00	242,100.00	(5,422.30)	1,613.43	246,887.50			3,112.50	1,265	73.81	98.7550	634.80
US Treasury Securities	United Sts Treas Nts	9128286F2	7/13/2022	02/28/26	2.500%	500,000.00	482,345.00	(9,225.14)	2,072.01	489,200.00			10,800.00	1,326	244.34	97.8400	2,370.14
						15,420,000.00	14,942,291.40	(350,092.63)	73,425.48	15,218,387.72	1,899.17		201,612.58		6,572.90		73,996.31
															Remaining discount on Treasury Note Redemption		
															Discount on CD purchased on Secondary Market		
																197.45	1,770.50
															6,770.36		75,766.80