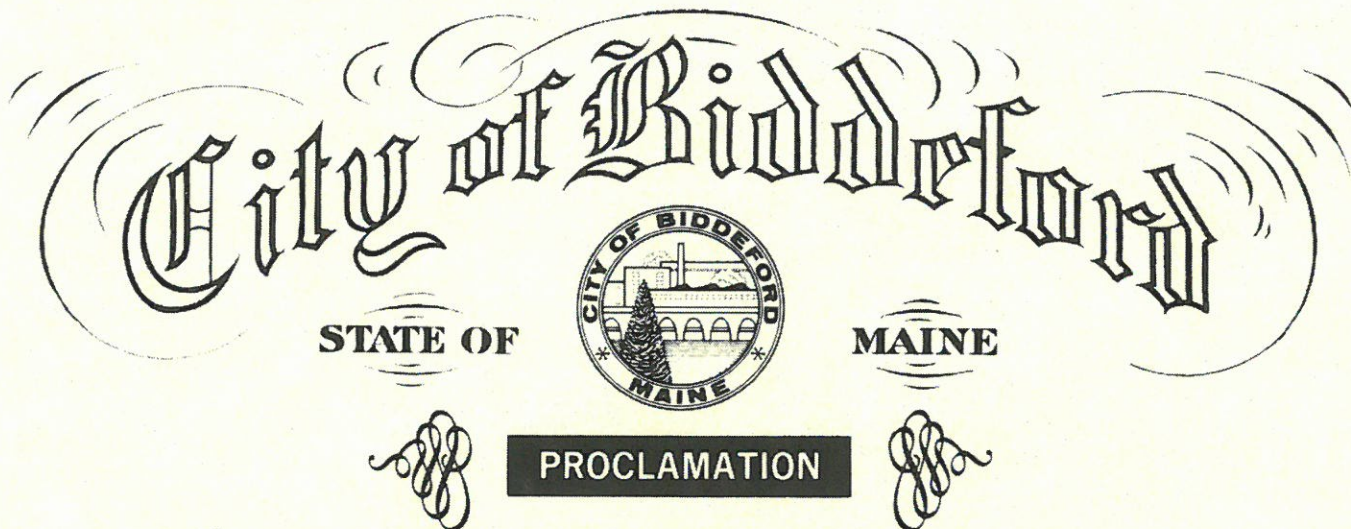


City of Biddeford
City Council
May 15, 2018 6:00 PM Council Chambers

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
- 4. Proclamation:**
 - 4.a. Building Safety Month - May 2018
[5-15-2018 Proc-Building Safety Month-PDF.pdf](#)
- 5. Consideration of Minutes:**
 - 5.a. May 1, 2018 Council Meeting Minutes
[5-01-2018 Council Meeting Minutes.docx](#)
 - 5.b. May 8, 2018 Special Council Meeting - 1st Reading of the School Department & City Government Budgets Minutes
[5-08-2018 Special Council Meeting- 1st Reading of Budgets Minutes.docx](#)
- 6. Second Readings:**
 - 6.a. School Budget: Essential Programs & Services Funding Act
[1 School Essential Programs FY19.docx](#)
 - 6.b. School Budget: School Construction Projects - Local Share
[2 School Construction Funding FY19.docx](#)
 - 6.c. School Budget: Additional Local Funds - for School Purposes
[2A School Additional Funds Raised FY19.docx](#)
 - 6.d. School Appropriations:
 - A. Regular Instruction
 - B. Special Education
 - C. Career & Technical Education
 - D. Other Instruction
 - E. Student & Staff Support
 - F. System Administration
 - G. School Administration
 - H. Transportation & Buses
 - I. Facilities Maintenance
 - J. Debt Service & Other Commitments
 - K. All Other Expenditures
 - TOTAL SCHOOL BUDGET[3 School Appropriations FY19.docx](#)
 - 6.e. Adult Education
[4 Adult Education FY19.docx](#)
 - 6.f. Food Service
[5 Food Service FY19.docx](#)
- 7. Orders of the Day:**
 - 7.a. 2018.42) Approval/CDBG-Five Year Consolidated Plan and Year 1 Action Plan

- [5-15-2018 CDBG 5-Year Consolidation Plan-ORDER.docx](#)
- [5-15-2018 CDBG 5-Year Consolidated Plan-MEMO.doc](#)
- [5-15-2018 CDBG 5-Year Consolidated Plan-Final Draft.docx](#)
- [5-15-2018 CDBG-Year 1 Action Plan-Budget.docx](#)
- [5-15-2018 CDBG-Year 1 Action Plan - Final Draft.doc](#)
- 7.b. 2018.43) Approval/CDBG Analysis of Impediments to Fair Housing Choice
 - [5-15-2018 CDBG-Analysis-Impediments to Fair Housing Choice-ORDER.docx](#)
 - [5-15-2018 CDBG-Analysis-Impediments to Fair Housing Choice-MEMO.doc](#)
 - [5-15-2018 CDBG-Analysis-Impediments to Fair Housing Choice-Final Draft.pdf](#)
- 7.c. 2018.44) Amendment/Land Development Regulations/Art. XIV-Shoreland Zoning and Art. V-Establishment of Zones, Table of Land Uses/UNE Shoreland Zoning Modifications
 - [5-15-2018 UNE Shoreland Zoning Modification.docx](#)
 - [5-15-2018 UNE Shoreland Zoning Modification-MEMO.pdf](#)
- 7.d. 2018.45) Amendment/Ch. 2, Administration/Art. V - Finance/Division 5 - Unrestricted Fund Balance Policy
 - [5-15-2018 Ch 2-Unassigned Fund Balance Policy-ORDER.docx](#)
 - [5-15-2018 Ch 2-Fund Balance Policy.pdf](#)
- 7.e. 2018.46) Approval/Relocation of Artillery Piece from City Square Park to Biddeford Veterans Memorial Park
 - [5-15-2018 Relocation of Artillery Piece to Veterans Memorial Park-ORDER.doc](#)
 - [5-15-2018 Relocation of Artillery Piece to Veterans Memorial Park-LETTER.pdf](#)
- 8. Appointments:**
 - 8.a. Nomination: MMA's 2018-2020 Legislative Policy Committee
 - [5-15-2018 MMA Nomination-LPC.pdf](#)
 - [5-15-2018 LPC Nomination - MEMO.docx](#)
- 9. Public Addressing the Council..(5 minute limit per speaker; 30 minute total time limit)**
- 10. City Manager Report**
- 11. Other Business**
- 12. Council President Addressing the Council**
- 13. Mayor Addressing the Council**
- 14. Adjourn**



Whereas Biddeford is committed to recognizing our growth and strength and depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of natural disaster, and;

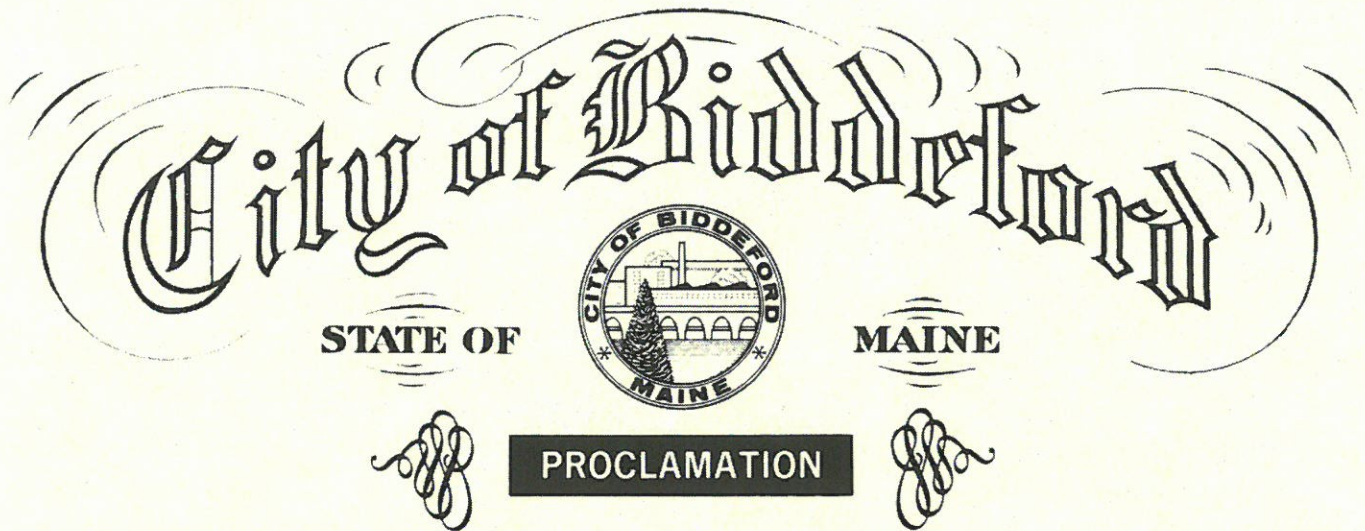
WHEREAS, our confidence in the structural integrity of these buildings that make up our community is achieved through the devotion of vigilant guardians - building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers and others in the construction industry – who work year-round to ensure the safe construction of buildings, and;

WHEREAS, these guardians are dedicated members of the International Code Council, a U.S. based organization that brings together local, state and federal officials that are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work, worship, play, and;

WHEREAS, our nation benefits economically and technologically from using the International Codes that are developed by a national, voluntary consensus codes and standards developing organization, our government is able to avoid the high cost and complexity of developing and maintaining these codes, which are the most widely adopted building safety and fire prevention codes in the nation; these modern building codes include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fire, floods and earthquake, and;

WHEREAS, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown guardians of public safety – our local officials – who assure us of safe, efficient and livable buildings that are essential to keep America great, and;

*In Witness Whereof, We, the undersigned have herewith
affixed our signatures this 15th day of May 2018*



Whereas "Code Officials – Partners in Community Safety and Economic Growth" the theme for Building Safety Month 2018, encourages all Americans to raise awareness of the importance of building safe and resilient construction; fire prevention; disaster mitigation; and new technologies in the construction industry. Building Safety Month 2018 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and;

WHEREAS, each year, in observance of Building Safety Month, Americans are asked to consider the commitment to improve building safety and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

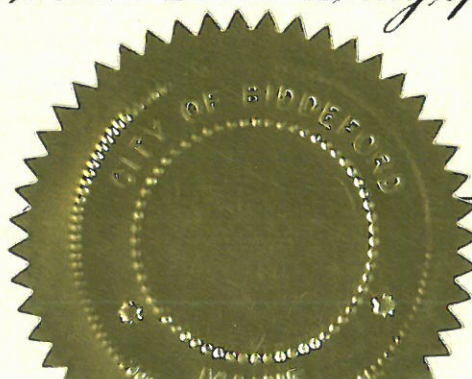
WHEREAS, the National Day of Prayer was first proclaimed by the Continental Congress in 1775; and

NOW THEREFORE, I, Alan Casavant, Mayor of the City of Biddeford, Maine, do hereby proclaim the month of May 2018 as Building Safety Month. Accordingly, we encourage our citizens to join with their community in participation in Building Safety Month activities.

*In Witness Whereof, We, the undersigned have herewith
affixed our signatures this 15th day of May 2018*

Carmen P. Morris

City Clerk



Mayor

**COUNCIL MEETING
MAY 1, 2018**

Mayor Casavant called the meeting to order at 6:00 p.m.

Roll Call: Michael Swanton, John McCurry, Jr., Stephen St. Cyr, Robert Quattrone, Jr., Norman Belanger, Michael Ready, Laura Seaver, Marc Lessard

Victoria Foley was excused.

The Council, and all who were present, recited the Pledge of Allegiance.

Adjustments to the Agenda:

- Add Proclamation: National Day of Prayer
- Remove **Order 2018.40**

Proclamations:

- **Kids to Park Day – May 19th, 2018**
- **National Day of Prayer – May 3rd, 2018**

Mayor Casavant read the proclamations.

Presentation: **Police Department Annual Report**

Police Chief, Roger Beaupre gave an overview of the 2017 Annual Report of the Police Department activities. The full report can be found on the City's website: biddefordmaine.org/police.

Consideration of Minutes: **April 17, 2018**

Motion by Councilor Swanton, seconded by Councilor McCurry to accept the minutes as printed.
Vote: Unanimous.

Second Reading:

{For a copy of the ordinance amendment and first reading, see the Council Meeting minutes of April 17, 2018}

2018.35) Amendment/Ch. 62-Streets, Sidewalk and other Public Places/Sec. 62-57-Displaying merchandise, goods, wares; standards for tables and chairs, and the service and consumption of alcoholic beverages/Add Outside Non-Contiguous Seating

Motion by Councilor McCurry, seconded by Councilor Swanton to grant the second reading of the ordinance amendment.

Vote: 6/2; Councilors Lessard and Ready opposed.

Councilors Swanton, McCurry, St. Cyr, Quattrone, Belanger and Seaver in favor.

Motion carries.

Orders of the Day:

2018.39

IN BOARD OF CITY COUNCIL.....MAY 1, 2018

BE IT ORDERED, that the City Manager be authorized to purchase one (1) 2018 McNeilus wastepacker as per NJPA bid (the "Equipment") from McNeilus Truck and Manufacturing Inc.(the "Vendor") and may pay the Vendor an amount not to exceed \$282,935.00 for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$282,935.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$282,935.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and

5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The Finance Committee will review this item at their May 1, 2018 meeting.

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

Vote: 7/1; Councilor Lessard opposed.

Councilors Swanton, McCurry, St. Cyr, Quattrone, Belanger, Ready and Seaver in favor.

Motion carries.

2018.41

IN BOARD OF CITY COUNCIL...MAY 1, 2018

WHEREAS, the Biddeford City Council finds and determines as follows:

1. The City Council has approved a safety project to remove trees that present a hazard to aircraft and obstruct the runway approach surface to Runway 24 at the Biddeford Municipal Airport; and
2. The City has approached property owners whose property contains trees that obstruct the runway approach surface to Runway 24 to obtain by agreement necessary avigation easements over their property for the public purpose of providing unobstructed air space and safe approaches for the landing and taking off of aircraft using the Biddeford Municipal Airport; and
3. The City has obtained by agreement avigation easements from six property owners whose properties are identified in blue on the Easement Map for the Biddeford Municipal Airport which is included in the City Council meeting packet (the “Easement Map”); and
4. The City has paid just compensation for said avigation easements to the six property owners as established by appraisals performed by Donald S. Welinsky, MAI, a Maine Certified General Real Estate Appraiser, which appraisals were peer reviewed by Leland E. Buzzell, a Maine Certified General Real Estate Appraiser; and
5. Four property owners whose properties are highlighted in yellow on the Easement Map, namely Cory Grattelo, 288 Granite Street, Parcel 19-18-1; John Dee, 6 Lizotte Avenue, Parcel 19-16-2; Ryan and Erin Huntington, 262 Granite Street, Parcel 19-20; and Robert Dee, Jr., 272 Granite Street, Parcel 19-16-1 (hereinafter collectively the “Four Property Owners”) have declined to voluntarily provide avigation easements; and
6. Public exigency requires that the City obtain the four avigation easements for a public purpose, namely the safety of its Municipal Airport and the general public; and
7. The City is authorized pursuant to 6 M.R.S. §122 to acquire by eminent domain air rights and easements over private property adjoining airports in order to provide unobstructed air space and safe approaches for the landing and taking off of aircraft using such airports; and
8. Donald S. Welinsky, MAI, a Maine Certified General Real Estate Appraiser has performed an appraisal of the four properties and has determined that the damages related to the proposed avigation easements and the just compensation for the taking of the avigation easements are as follows:
 - a. Cory Grattelo, 288 Granite Street, \$15,000.00;
 - b. John Dee, 6 Lizotte Avenue, \$7,500.00;
 - c. Ryan and Erin Huntington, 262 Granite Street, \$12,500.00
 - d. Robert Dee, Jr. 272 Granite Street, \$25,000.00

The Welinsky Appraisal Reports and findings have been peer reviewed by Leland E. Buzzell, a Maine Certified General Real Estate Appraiser.

9. The Four Property Owners have received Notices of Meeting dated April 13, 2018 advising them that the City at its May 1, 2018 City Council meeting would consider taking by eminent domain the avigation easements attached to their Notices of Meeting.

BE IT ORDERED AS FOLLOWS:

1. The City of Biddeford hereby approves the taking by eminent domain of four avigation easements, copies of which are attached, establishing air rights over the below properties of the Four Property Owners in order to remove hazards and provide unobstructed air space and safe approaches for the landing and taking off of aircraft at the Biddeford Municipal Airport:

- a. Cory Grattelo, 288 Granite Street, Map 19, Lot 18-1, York County Registry of Deeds Book 16601, Page 457;
- b. John Dee, 6 Lizotte Avenue, Map 19, Lot 16-2, York County Registry of Deeds Book 8206, Page 313;
- c. Ryan and Erin Huntington, 262 Granite Street, Map 19, Lot 20, York County Registry of Deeds Book 17126, page 203;
- d. Robert Dee, Jr., 272 Granite Street, Map 19, Lot 16-1, York County Registry of Deeds Book 1680, Page 149.

2. The City of Biddeford shall pay the following amounts to the following Four Property Owners and their mortgage holders, where applicable, as just compensation for the avigation easements:

- a. Cory Grattelo and United Wholesale Mortgage - \$15,000.00
- b. John Dee and Biddeford Savings Bank - \$7,5000.00
- c. Ryan Huntington, Erin Huntington and Mortgage Research Center, LLC d/b/a Veterans United Home Loans - \$12,500.00
- d. Robert Dee, Jr. - \$25,000.00

3. The City Manager is hereby directed to execute the attached four avigation easements and to record said Avigation Easements in the York County Registry of Deeds.

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

Motion by Councilor Seaver, seconded by Councilor Belanger to suspend the rules and allow David Lorie, the lawyer representing Robert Dee, Jr., longer than three minutes to address his comments to the Council.

Vote: 4/4; Councilors Lessard, Quattrone, St. Cyr and McCurry opposed.

Councilors Swanton, Belanger, Ready and Seaver in favor.

Mayor Casavant voted in favor to break the tie. Motion carries.

Vote on order: 4/4; Councilors Swanton, Lessard, Quattrone and St. Cyr opposed.

Councilors McCurry, Belanger, Ready and Seaver in favor.

Mayor Casavant voted in favor to break the tie. Motion carries.

Committee of the Whole: Moving of City Hall Offices

Motion by Councilor Swanton, seconded by Councilor Belanger to move into Committee of the Whole.

Vote: 3/5; Councilors Lessard, Ready, Quattrone, St. Cyr and McCurry opposed.

Councilors Swanton, Belanger and Seaver in favor.

Motion fails.

Appointments:

IN BOARD OF CITY COUNCIL...MAY 1, 2018

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

**Carina Walter
1 Parkview Court, #132
Ward 6**

to the *Historic Preservation Commission*, for a term to expire in December 2021.

Motion by Councilor Belanger, seconded by Councilor McCurry to confirm the appointment.
Vote: Unanimous.

IN BOARD OF CITY COUNCIL...MAY 1, 2018
ORDERED, that I, Alan M. Casavant, Mayor of the City of Biddeford, do hereby appoint:

Carina Walter
1 Parkview Court, #132
Ward 6

to the *Project Canopy Committee*, for a term to expire in December 2022.

Motion by Councilor Belanger, seconded by Councilor McCurry to confirm the appointment.
Vote: Unanimous.

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

City Manager Report:
City Manager, James Bennett noted the following:

- 1) Finance Director, Cheryl Fournier gave an end of the FY18 Forecast at the Finance Committee meeting. She is projecting that \$478,000 will be contributed to the Unassigned Fund Balance.
- 2) MPERS Retirement Plan has recently changed some of the rules that will affect some of the future retirees. Due to these changes, the City Assessor, Frank Yattaw has submitted his resignation and will retire as of June 30, 2018.

Other Business:
Councilor Lessard: thanked the City Manager for recently writing and submitting a letter to Amtrak outlining the safety issues around closing down a portion of Main Street in Saco whenever Amtrak loads and unloads passengers.

Councilor Swanton: announced that Councilor Lessard was re-elected to the York County Budget Committee.

Executive Session: 1 MRSA 405(6)(D)...Labor Contract Negotiations
Motion by Councilor McCurry, seconded by Councilor Seaver to move into Executive Session.
Vote: Unanimous. Time: 7:31 p.m.

Motion by Councilor McCurry, seconded by Councilor Seaver to move out of Executive Session.
Vote: Unanimous. Time: 8:32 p.m.

Motion by Councilor McCurry, seconded by Councilor Seaver to adjourn.
Vote: Unanimous. Time: 8:32 p.m.

Attest by: _____
Carmen J. Morris, City Clerk

**SPECIAL COUNCIL MEETING
1ST READING OF THE SCHOOL DEPARTMENT & CITY GOVERNMENT BUDGETS
MAY 8, 2018**

Mayor Casavant called the meeting to order at 6:05 p.m.

Roll Call: Michael Swanton, John McCurry, Jr., Stephen St. Cyr, Robert Quattrone, Jr., Victoria Foley, Michael Ready, Laura Seaver, Marc Lessard

Norman Belanger was excused.

The Council, and all who were present, recited the Pledge of Allegiance.

There were no adjustments to the agenda.

City Manager, James Bennett gave an overview of the proposed budget. Issues that he touched upon included the Council's commitment to increase the fund balance; decreasing unfunded liabilities; reducing old longevity bonus (another unfunded liability); reducing liability associated with 100% payout of sick leave; reducing annual liability associated with allowing cash out of vacation pay; and increasing annual spending on capital items.

In summation, the Budget Committee has:

- Eliminated two full-time positions, both in PWD.
- Funded the Opiate Outreach Program
- Funded a Management Analyst/Intern Position
- Funded a Communications & Civic Engagement position
- Funded an additional HR position
- Funded additional summer help for Parks, fields and downtown plants
- Capital funding – remains the same
- Municipal spending is up 2.7%

Public Hearing: 2018/2019 Proposed School Department & City Government Budgets

Mayor Casavant explained that each speaker will have 5 minutes to speak. All comments are being asked for during this time, and the public will only be able to address an item if an amendment is made during Council discussion.

The Chair opened the Public Hearing at 6:25 p.m.

The Public Hearing was closed at 6:53 p.m.

Orders of the Day:

SCHOOL DEPARTMENT BUDGET – FY19

Essential Programs & Services Funding Act:

2018

IN BOARD OF CITY COUNCIL...MAY 8, 2018

WHEREAS, the Maine Dept. of Education has determined the total cost of funding public education from kindergarten to grade 12, for Biddeford, as described in the Essential Programs and Services Funding Act to be **\$29,817,294.**

THEREFORE, BE IT ORDERED, that the City Council does appropriate and will raise the sum of **\$19,103,674** for the Biddeford School Department's contribution to the total cost of funding public education for kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 2-A, section 15688.

Explanation: The Biddeford School Department's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

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

Vote: Unanimous.

School Construction Projects – Local Share:

2018 **IN BOARD OF CITY COUNCIL...MAY 8, 2018**
BE IT ORDERED, that the City Council does appropriate and will raise the sum of **\$2,664,986** for the annual payments on debt service previously approved by the City Council for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the City of Biddeford’s contribution to the total cost of funding public education from kindergarten to grade 12.

Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the municipality’s long-term debt for major capital school construction projects and minor capital renovation projects that are not approved for state subsidy. The bonding of this long-term debt was approved by the voters.

Motion by Councilor Ready, seconded by Councilor Foley to grant the first reading of the order.
Vote: Unanimous.

Additional Local Funds – For School Purposes:

2018 **IN BOARD OF CITY COUNCIL...MAY 8, 2018**
BE IT ORDERED, that the City Council will raise and appropriate **\$230,767** in additional local funds, which exceeds the State’s Essential Programs and Services allocation model by **\$633,905** as required to fund the budget recommended by the Biddeford School Committee.

The Biddeford School Committee recommends **\$230,767** for additional local funds and gives the following reasons for exceeding the State’s Essential Programs and Services funding model by **\$230,767**.

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

Motion by Councilor McCurry, seconded by Councilor Ready to grant the first reading of the order.
Vote: Unanimous.

School Appropriations:

2018 **IN BOARD OF CITY COUNCIL...MAY 8, 2018**
BE IT ORDERED, that the City Council does hereby authorize the Biddeford School Committee to expend **\$36,997,263** or the fiscal year commencing July 1, 2018 and ending June 30, 2019 from the City of Biddeford’s contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools, and broken down as follows:

REGULAR INSTRUCTION	\$13,672,794
SPECIAL EDUCATION	\$6,384,579
CAREER & TECHNICAL EDUCATION	
	\$2,641,055
OTHER INSTRUCTION	\$634,150
STUDENT & STAFF SUPPORT	\$2,365,435
SYSTEM ADMINISTRATION	\$1,053,259
SCHOOL ADMINISTRATION	\$1,580,202
TRANSPORTATION & BUSES	\$1,559,048
FACILITIES MAINTENANCE	\$3,288,304
DEBT SERVICE & OTHER	
COMMITMENTS	\$3,806,468
ALL OTHER EXPENDITURES	\$11,469

TOTAL SCHOOL BUDGET

\$36,997,263

BE IT FURTHER ORDERED, that the School Department is authorized to accept grant funds during the fiscal year and to expend such funds for the purposes for which they are intended.

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

Vote: Unanimous.

Adult Education:

2018

IN BOARD OF CITY COUNCIL...MAY 8, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$753,894** for ADULT EDUCATION for the fiscal year commencing July 1, 2018 and ending June 30, 2019, and does hereby appropriate and will raise the local share for ADULT EDUCATION in the amount of **\$276,525.**

BE IT FURTHER ORDERED that Biddeford Adult Education is authorized to expend any additional, incidental or miscellaneous receipts in the interest and for the wellbeing of the Adult Education Program.

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

Vote: Unanimous.

Food Service:

2018

IN BOARD OF CITY COUNCIL...MAY 8, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum **\$1,327,360** for School FOOD SERVICE ("Hot Lunch") for the fiscal year commencing on July 1, 2018, and ending on June 30, 2019, and

BE IT FURTHER ORDERED, that the sum of **\$1,327,360** in estimated revenues is adopted in support of FOOD SERVICE, with a local share for FOOD SERVICE in the amount of \$0.

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

Vote: Unanimous.

CITY GENERAL GOVERNMENT BUDGET – FY19

City General Fund:

2018

IN BOARD OF CITY COUNCIL...MAY 8, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$31,966,596** for the CITY GENERAL FUND budget excluding Schools, Adult Education, TIF Funding and County Tax for the fiscal year commencing on July 1, 2018 and ending June 30, 2019, broken down as follows:

GENERAL GOVERNMENT	\$ 10,894,712
PUBLIC SAFETY	\$ 10,098,307
PUBLIC WORKS	\$ 4,559,721
PUBLIC SERVICES	\$ 1,246,878
SOCIAL & MUNICIPAL SERVICES	\$ 851,817 <u>854,817</u>
DEBT SERVICE	\$ 2,799,614
CAPITAL OUTLAYS	\$ 1,515,547
TOTAL	\$ <u>31,966,596</u> <u>31,969,596</u>

Motion by Councilor Ready, seconded by Councilor Seaver to grant the first reading of the order.

Motion by Councilor Lessard, seconded by Councilor Quattrone to amend the budget by increasing the Contingency account (within the General Government line) by \$317,000; bringing the total budget increase from 1.2% to 1.9%.
Vote: 3/5; Councilors Ready, St. Cyr, Seaver, Foley and McCurry opposed.
Councilors Lessard, Quattrone and Swanton in favor.
Motion to amend fails.

Motion by Councilor Swanton, seconded by Councilor Seaver to amend the budget by increasing the Social Service budget by \$3,000; bring the total Social Service budget to \$60,000.
Vote: 5/3; Councilors Ready, St. Cyr and McCurry opposed.
Councilors Swanton, Quattrone, Foley, Seaver and Lessard in favor.
Motion to amend carries.

Vote on budget, with amended total of \$31,969,596: 7/1; Councilor Lessard opposed.
Councilors Swanton, McCurry, St. Cyr, Quattrone, Foley, Ready and Seaver in favor.
Motion carries.

2018 **IN BOARD OF CITY COUNCIL...MAY 8, 2018**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby adopt the following estimated revenues and appropriations from fund balance in support of the general fund budget for the fiscal year commencing July 1, 2018 and ending June 30, 2019:

ESTIMATED REVENUES:

Non-School:	\$ 7,893,235
Education:	\$ 573,170
Adult Education:	\$ 156,528
State Revenue Sharing:	\$ 1,425,000
Homestead:	\$ 844,050
BETE:	\$ 363,990
State Allocation to Education:	\$ 13,394,830
APPROPRIATIONS FROM FUND BALANCE, EDUCATION:	\$ 1,351,144
APPROPRIATIONS FROM FUND BALANCE, CITY:	\$ 0
TOTAL ESTIMATED REVENUES AND APPROPRIATIONS FROM FUND BALANCE:	\$ 26,001,947

Motion by Councilor McCurry, seconded by Councilor Foley to grant the first reading of the order.
Vote: Unanimous.

2018 **IN BOARD OF CITY COUNCIL...MAY 8, 2018**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$487,686** for the Biddeford Airport comprised of \$262,686 for the AIRPORT OPERATIONS FUND and \$225,000 in reimbursable grant expenses for the AIRPORT REIMBURSABLE IMPROVEMENT FUND for the fiscal year commencing on July 1, 2018 and ending June 30, 2019, and

BE IT FURTHER ORDERED, that estimated revenues to the Biddeford Airport Fund in the sum of **\$449,627** comprised of \$224,627 for the AIPORT OPERTIONS FUND and \$225,000 for the AIRPORT REIMBURSABLE IMPROVEMENT FUND be hereby adopted in support of the Biddeford Airport appropriation.

Motion by Councilor McCurry, seconded by Councilor Swanton to grant the first reading of the order.
Vote: 5/3; Councilors St. Cyr, Lessard and Quattrone opposed.
Councilors Swanton, McCurry, Foley, Ready and Seaver in favor.
Motion carries.

2018

IN BOARD OF CITY COUNCIL...MAY 8, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of \$447,000 for the CDBG FUND for the fiscal year commencing on July 1, 2018 and ending June 30, 2019, and

BE IT FURTHER ORDERED, that the sum of \$447,000 in estimated revenues to the CDBG Fund be hereby adopted in support of the CDBG Fund appropriation and other approved CDBG projects.

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

Vote: Unanimous.

2018

IN BOARD OF CITY COUNCIL...MAY 8, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of \$249,604 for the COMMUNITY TV CENTER FUND for the fiscal year commencing on July 1, 2018 and ending June 30, 2019, and

BE IT FURTHER ORDERED, that the sum of \$260,695 in estimated revenues to and use of Fund Balance from the Community TV Center Fund be hereby adopted in support of the above Community TV Center Appropriations.

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

Vote: 7/1; Councilor Lessard opposed.

Councilors Swanton, McCurry, St. Cyr, Quattrone, Foley, Ready and Seaver in favor.

Motion carries.

2018

IN BOARD OF CITY COUNCIL...MAY 8, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of \$48,689 for the MOORING FEES FUND for the fiscal year commencing on July 1, 2018 and ending June 30, 2019 and

BE IT FURTHER ORDERED, that the sum of \$41,700 in estimated revenues to the Mooring Fees Fund be hereby adopted in support of the Mooring Fees Fund appropriation.

Motion by Councilor Ready, seconded by Councilor Swanton to grant the first reading of the order.

Vote: 6/2; Councilors St. Cyr and Lessard opposed.

Councilors Swanton, McCurry, Quattrone, Foley, Ready and Seaver in favor.

Motion carries.

2018

IN BOARD OF CITY COUNCIL..MAY 8, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of \$136,755 for the POOL BEACH PERMITS FUND for the fiscal year commencing on July 1, 2018 and ending June 30, 2019, and

BE IT FURTHER ORDERED, that the sum of \$136,755 in estimated revenues to the Pool Beach Permits Fund be hereby adopted in support of the Pool Beach Permits Fund appropriation.

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

Vote: Unanimous.

2018

IN BOARD OF CITY COUNCIL..MAY 8, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of \$570,965 for the RECREATION PROGRAMS FUND for the fiscal year commencing on July 1, 2018 and ending June 30, 2019, and

BE IT FURTHER ORDERED, that the sum of \$596,668 in estimated revenues to the Recreation Programs Fund be hereby adopted in support of the Recreation Programs Fund appropriation.

Motion by Councilor McCurry, seconded by Councilor Ready to grant the first reading of the order.
Vote: Unanimous.

2018 **IN BOARD OF CITY COUNCIL...MAY 8, 2018**
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$4,632,902** for the SEWER OPERATIONS FUND for fiscal year commencing July 1, 2018 and ending June 30, 2019, and detailed as follows:

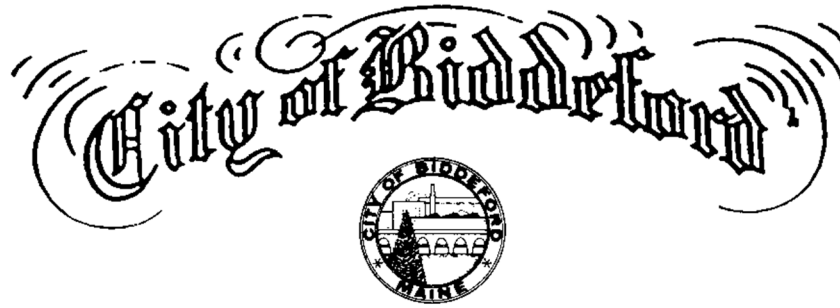
Sewer Operations:	\$3,728,800
Industrial Pretreatment	\$ 67,957
Maintenance:	\$ 836,145

BE IT FURTHER ORDERED, that the sum of **\$4,632,902** in estimated revenues to the Biddeford Sewer Operations Fund be hereby adopted in support of the Sewer Operation Fund appropriation.

Motion by Councilor McCurry, seconded by Councilor Swanton to grant the first reading of the order.
Vote: Unanimous.

Motion by Councilor McCurry, seconded by Councilor Quattrone to adjourn.
Vote: Unanimous. time: 7:25 p.m.

Attest by: _____
Carmen J. Morris, City Clerk



2018

IN BOARD OF CITY COUNCIL...MAY 8, 2018

WHEREAS, the Maine Dept. of Education has determined the total cost of funding public education from kindergarten to grade 12, for Biddeford, as described in the Essential Programs and Services Funding Act to be **\$29,817,294.**

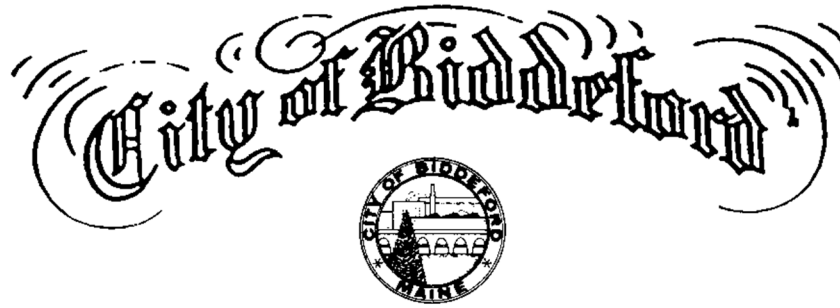
THEREFORE, BE IT ORDERED, that the City Council does appropriate and will raise the sum of **\$19,103,674** for the Biddeford School Department's contribution to the total cost of funding public education for kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 2-A, section 15688.

Explanation: The Biddeford School Department's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

May 8, 2018

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

Vote: Unanimous.



2018

IN BOARD OF CITY COUNCIL...MAY 8, 2018

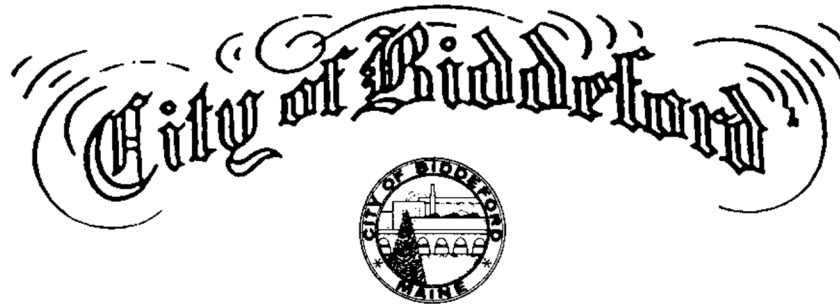
BE IT ORDERED, that the City Council does appropriate and will raise the sum of **\$2,664,986** for the annual payments on debt service previously approved by the City Council for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the City of Biddeford's contribution to the total cost of funding public education from kindergarten to grade 12.

Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the municipality's long-term debt for major capital school construction projects and minor capital renovation projects that are not approved for state subsidy. The bonding of this long-term debt was approved by the voters.

May 8, 2018

Motion by Councilor Ready, seconded by Councilor Foley to grant the first reading of the order.

Vote: Unanimous.



2018

IN BOARD OF CITY COUNCIL...MAY 8, 2018

BE IT ORDERED, that the City Council will raise and appropriate \$230,767 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$633,905 as required to fund the budget recommended by the Biddeford School Committee.

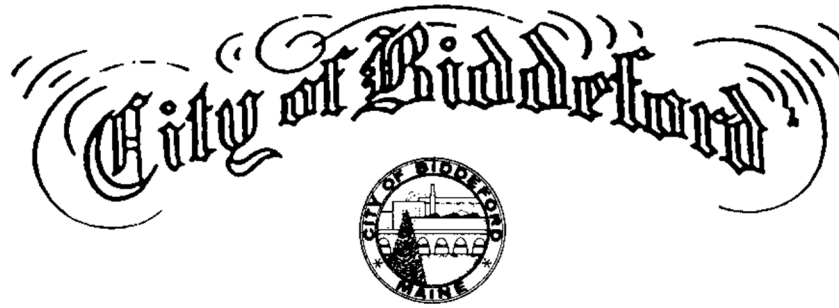
The Biddeford School Committee recommends \$230,767 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$230,767.

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

May 8, 2018

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

Vote: Unanimous.



2018

IN BOARD OF CITY COUNCIL...MAY 8, 2018

BE IT ORDERED, that the City Council does hereby authorize the Biddeford School Committee to expend **\$36,997,263** or the fiscal year commencing July 1, 2018 and ending June 30, 2019 from the City of Biddeford's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools, and broken down as follows:

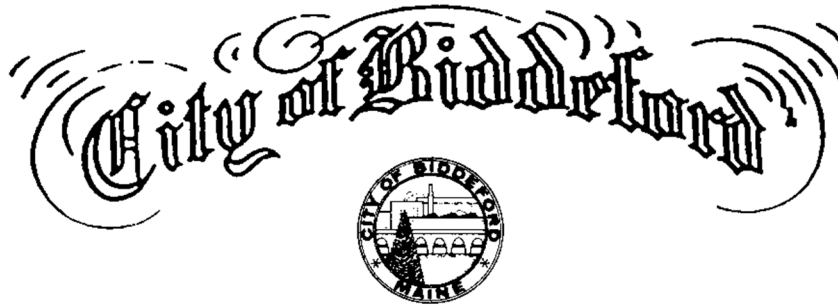
REGULAR INSTRUCTION	\$13,672,794
SPECIAL EDUCATION	\$6,384,579
CAREER & TECHNICAL EDUCATION	
	\$2,641,055
OTHER INSTRUCTION	\$634,150
STUDENT & STAFF SUPPORT	\$2,365,435
SYSTEM ADMINISTRATION	\$1,053,259
SCHOOL ADMINISTRATION	\$1,580,202
TRANSPORTATION & BUSES	\$1,559,048
FACILITIES MAINTENANCE	\$3,288,304
DEBT SERVICE & OTHER	
COMMITMENTS	\$3,806,468
ALL OTHER EXPENDITURES	\$11,469
TOTAL SCHOOL BUDGET	<u>\$36,997,263</u>

BE IT FURTHER ORDERED, that the School Department is authorized to accept grant funds during the fiscal year and to expend such funds for the purposes for which they are intended.

May 8, 2018

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

Vote: Unanimous.



2018

IN BOARD OF CITY COUNCIL...MAY 8, 2018

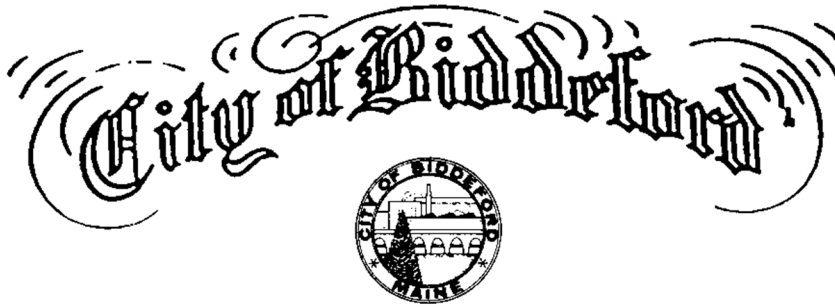
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum of **\$753,894** for ADULT EDUCATION for the fiscal year commencing July 1, 2018 and ending June 30, 2019, and does hereby appropriate and will raise the local share for ADULT EDUCATION in the amount of **\$276,525.**

BE IT FURTHER ORDERED that Biddeford Adult Education is authorized to expend any additional, incidental or miscellaneous receipts in the interest and for the wellbeing of the Adult Education Program.

May 8, 2018

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

Vote: Unanimous.



2018

IN BOARD OF CITY COUNCIL...MAY 8, 2018

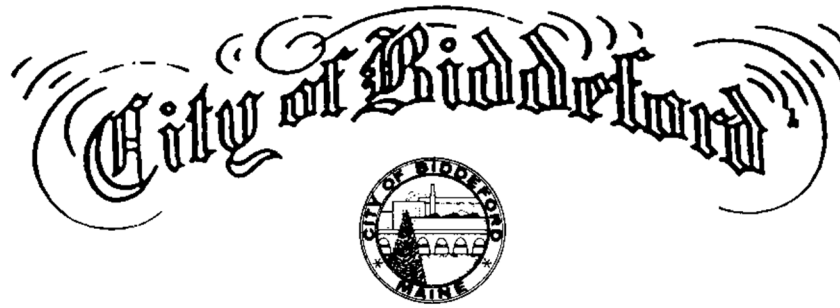
BE IT ORDERED, that the City Council of the City of Biddeford does hereby appropriate the sum **\$1,327,360** for School FOOD SERVICE ("Hot Lunch") for the fiscal year commencing on July 1, 2018, and ending on June 30, 2019, and

BE IT FURTHER ORDERED, that the sum of **\$1,327,360** in estimated revenues is adopted in support of FOOD SERVICE, with a local share for FOOD SERVICE in the amount of \$0.

May 8, 2018

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

Vote: Unanimous.



2018.42

IN BOARD OF CITY COUNCIL..MAY 15, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve and recommend the submittal of the City's CDBG Five Year Consolidated Plan and Year 1 Action Plan and accompanying documentation to the U.S. Department of Housing and Urban Development.



CITY OF BIDDEFORD, MAINE

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

P.O. Box 586
Biddeford, Maine 04005
(207) 284-9105
Fax: (207) 286-9388
e-mail: lwaters@biddefordmaine.org

**TO: Mayor Casavant
James Bennett, City Manager
City Councilors
Mathew Eddy, Director of Community & Economic Development**

FROM: Linda Waters, Community Development Coordinator

DATE: May 10th, 2018

SUBJECT: CDBG - Final Draft – Five Year Consolidated Plan and Year 1 Action Plan

RESOLUTION: Approval and Recommendation to Submit the Five Year Consolidated Plan and Year 1 Action Plan and accompanying documentation to the U.S. Department of Housing and Urban Development.

Please find attached the Final Draft of the City's Five Year Consolidated Plan and Year 1 Action Plan. The Five Year Consolidated Plan will cover the years 2018 to 2023, and the Year 1 Action Plan will be implemented from July 1st, 2018 to June 30th, 2019. The Five Year Consolidated Plan establishes the Goals, Objectives and Actions that the City plans to take in spending its HUD Entitlement funds over the next five years. The Year 1 Action Plan outlines the specific programs and projects the City will implement during the first year of the Consolidated Plan. Only after City Council approval are these two documents submitted to HUD. Two Public Hearings were held to receive input for proposed projects and programs and for review of the final drafts. A thirty-day comment period followed and no comments were received. The Citizens Advisory Committee has reviewed the documents and is recommending them for approval and submission to HUD by the City Council.

If you have any questions or would like more information regarding the Five Year Consolidated Plan, Year 1 Action Plan, or CDBG activities please feel free to call me at your convenience at 284-9105 or email at lwaters@biddefordmaine.org. Thank you.

Final Draft May 2018



CITY OF BIDDEFORD, MAINE

5 Year Consolidated Plan

July 1, 2018 – June 30, 2023

**U.S DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT
ENTITLEMENT PROGRAM**



The City's Entitlement Mission Statement is as follows:

“To create a Strategic Plan for the next five years that continues to enhance the community and economic development of the City of Biddeford through targeted public facility and infrastructure improvements, social services, housing, economic development projects, and activities that benefit residents, including low to moderate income persons and special needs population groups.”

Objectives and Outcomes

The following are the priorities, objectives and outcomes for the new Consolidated 5 Year Plan to begin on July 1st, 2018. These priorities, objectives and outcomes also are part of each individual year's Action Plan. Detailed projects and programs for each of the five years are developed and prioritized from this list. Priorities are listed in the order in which they rank (highest Priority #1, etc.) Each is also addressed within the narrative of the Consolidated Plan and are part of the multifaceted approach to continue to address the City's issues. Infrastructure is Priority 1 and has a greater percentage allotment than Housing. However, from comments collected at the Public Hearings and from the Citizens Advisory Committee, Priority 2, Housing, is to be funded equally with Infrastructure when funding is available and housing projects are ready, and infrastructure needs are not critical.

INFRASTRUCTURE

Priority 1 - To eliminate slum and blight in the downtown area through infrastructure and public facilities improvements that benefit LMI neighborhoods.

HUD OBJECTIVE – CREATING A SUITABLE LIVING ENVIRONMENT

Outcome – Improving sustainability by promoting viable communities

Objective 1 - Increase access and provide public facilities that provide for the health and safety of residents in LMI neighborhoods.

- Actions:
1. Implement sidewalk and other street improvements, ADA projects and beautification projects in LMI neighborhoods for safe and adequate access to services and facilities.
 2. Implement park, trail and walkway developments in LMI neighborhoods for safe and adequate recreation needs through acquisition, demolition and redevelopment.

ECONOMIC DEVELOPMENT

HUD OBJECTIVE – CREATING ECONOMIC OPPORTUNITIES

Outcome – Improving sustainability by promoting viable communities

Objective 2 - Increase business attraction to promote job creation

- Actions:
1. Provide grant/loan assistance to commercial property owners and businesses through a Downtown Improvement/Business Assistance Program.

2. Provide for projects that increase the economic viability of the downtown.
3. Implement sustainable energy related projects in the downtown.

HOUSING

Priority 2 - To provide a strategy to meet the increasing need for transitional to affordable and supportive housing.

HUD OBJECTIVE – PROVIDING DECENT HOUSING

Outcome – Improving availability or accessibility of units

Objective 1 - Increase the supply of safe and adequate affordable housing for low to moderate-income persons.

- Actions:
1. Consider making the City's "surplus" and/or tax acquired real estate available for the development of affordable housing.
 2. Consider revisions to the City's zoning and land use standards which would provide incentives, e.g. density bonuses for the development of affordable housing.
 3. In partnership with other public/private parties, explore the adaptive re-use and redevelopment of non-residential properties, e.g. mills, churches, etc. into affordable and sheltered housing.
 4. Consider and implement when feasible combinations of housing and community space that support LMI neighborhoods and enhance opportunities for housing occupants.

Objective 2 - Preserve and upgrade the City's housing stock serving low to moderate income persons.

- Actions:
1. Consider establishment of low interest loan programs to help finance the rehabilitation of the City's downtown housing stock.
 2. Consider acquisition and demolition of blighted properties for construction of new housing when applicable.
 3. Provide funding to low to moderate income homeowners for improvements comprised of energy conservation.
 4. Undertake a systematic and concentrated program of code enforcement to ensure life safety standards are met and to prevent blighting influences on neighborhoods.
 5. Encourage participation by landlords in the Biddeford Landlords Association and encourage partnerships that provide resources for landlords and tenants.

Objective 3 - Increase opportunities for homeownership for low and moderate income persons.

- Actions: 1. Consider a partnership with other public/private organizations to pool resources to help finance home ownership, e.g. down payments, loan assistance, mortgage interest rate write-downs, and other financing mechanisms.

SOCIAL SERVICES

Priority 3 - Provide educational and work opportunities for homeless and low to moderate income persons, and special needs populations that provide avenues to obtain jobs and/or better paying work opportunities.

HUD OBJECTIVE – CREATING ECONOMIC OPPORTUNITIES

Outcome – Improving availability or accessibility of units or services

Objective 1 - Increase the economic prosperity of homeless and low to moderate income persons, and special needs populations, and their ability to afford housing, and health and safety amenities by providing work opportunities and partnerships that provide housing and housing services.

- Actions: 1. Provide opportunities for homeless and low to moderate income persons, and special needs populations to participate in work force preparedness and financial management programs that enhance their ability to have access to affordable housing.
2. Provide child care and youth programs that increase the opportunity for homeless and low to moderate income persons, and special needs populations to attend educational and training programs, while providing enrichment programs for youths of all ages.
3. Link local programs to secondary education and training that would be the "next step" for low to moderate income persons, homeless and special needs populations, and implement training and educational programs for these populations.

Priority 4 - Implement strategies to aid the elderly and special needs populations with access to information and services to increase health and safety and reduce reliance on the City's overburdened Health and Welfare Department that can only provide minimal assistance.

HUD OBJECTIVE – CREATING A SUITABLE LIVING ENVIRONMENT

Outcome – Improving availability or accessibility of units or services

Objective 1 - Improve the health and safety of the elderly and special needs populations.

Actions: 1. Provide and coordinate programs that outreach to the elderly and enable the elderly to access assistance that enhances their quality of life.

Priority 5 - To reinforce and strengthen the emergency shelter and transitional housing system that is already in 27

place which includes housing, counseling, education and a wide variety of homeless, special needs and LMI assistance.

Objective 1 - Assist and work with the City's Health and Welfare Department, volunteer organizations and agencies to seek collaborative efforts to assist homeless, low to moderate income and special needs populations in Biddeford.

- Actions:
1. Encourage network meetings of area resources and services.
 2. Strengthen individual neighborhoods through outreach efforts, including meetings, events, and planning strategies, to increase community building and improve the City's neighborhoods.

* The following falls under all priority listings and pertains to special needs populations thus giving it a stand alone Objective and Action.

Objective 1 - Provide for a seamless network of social services and assistance for special needs populations.

- Actions:
1. Continue to gather all social service information and examine gaps in existing systems for all special needs population groups (includes diagnostic, rehabilitative, educational, housing and work opportunities).

The City's number one priority non-housing need is infrastructure. This need is followed by housing and public services. However, according to the 5-Year Consolidated Plan Infrastructure and Housing are to be equally funded when funding is available and housing projects are ready, and infrastructure needs are not critical.

Construction/reconstruction of sidewalks, other street improvements, additional qualifying sidewalks, and parks, are targeted for a total of 34% of Entitlement funds over the next five years and 20% for housing projects, unless infrastructure projects are not ready for implementation and/or housing projects are a priority in any given year.

Public services are targeted to LMI citizens citywide and are funded for a total of 15% for implementation of new services and expansion of current services. A Downtown Improvement/Business Assistance Program is also targeted for 11%. Administration is funded at (20%). Approximately 80% of the total funds will go to benefit LMI citizens.

Changes were made to the Priorities, Objectives and Actions from input from the January 18th Public Hearing and recommendations from the Citizens Advisory Committee and Director of Economic and Community Development. In addition, as stated above, funding allotments could change depending upon the urgency of projects that could require more funding under a given Priority and change these percentages in any given year. In addition, decreases or increases in the City's annual allotment will have a direct impact on allotted percentages and will allow for adjustments to these figures excepting Social Services and Administration.

PROPOSED BUDGET (REVISED)

YEAR 1 ACTION PLAN

JULY 1st, 2018 to JUNE 30th, 2019

Infrastructure - 34% of total budget

Sidewalks/Parks \$157,148 Main Street Sidewalks, Parks, and possible ADA projects

Housing - 20% of total budget

Housing Improvement Program \$92,440 Purchase/rehabilitation program for multi unit
Buildings, homeownership program

Economic Dev. – 11% of total budget

Downtown Improvement/Business Assistance Program \$50,842 to target downtown businesses

Social Services - 15% of total budget

MaineWay, Inc. \$ 16,000 Representative Payee Program (to serve 275 persons)

Seeds of Hope \$ 15,000 Seeds of Hope Career Center (to serve 324 persons)

SMAA \$ 15,000 Meals on Wheels Program (to serve 105 persons)

CPPC \$ 17,374 Community Partners for Protecting Children – HUB
Neighborhood Center (to serve 180 persons)

ArtVan of ME \$ 5,956 ArtVan Program for Youths (to serve 25 persons)

Learning Works \$ 0 Service Works Program (to serve 7 persons)

ENGINE \$ 0 Food and Art Exchange Program (to serve 20 – 30 persons)

Mission Hill
Community Garden \$ 0 Community Garden (to serve 100 persons)

Administration

Administration **required 20% of total funding or \$92,440**

TOTAL FUNDING \$462,200

Final Draft May 2018



CITY OF BIDDEFORD, MAINE

Year 1 Action Plan

July 1, 2018 – June 30, 2019

**U.S DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT
ENTITLEMENT PROGRAM**



The City's Entitlement Mission Statement is as follows:

“To create a Strategic Plan for the next five years that continues to enhance the community and economic development of the City of Biddeford through targeted public facility and infrastructure improvements, social services, housing, economic development projects, and activities that benefit residents, including low to moderate income persons and special needs population groups.”

Objectives and Outcomes

The following are the priorities, objectives and outcomes for the new Consolidated 5 Year Plan to begin on July 1st, 2018, followed by proposed projects and programs for the Year 1 Action Plan.

Infrastructure is Priority 1 and has a greater percentage allotment than Housing. However, from comments collected at the Public Hearings and from the Citizens Advisory Committee, Priority 2, Housing, is to be funded equally with Infrastructure when funding is available and housing projects are ready, and infrastructure needs are not critical.

INFRASTRUCTURE

Priority 1 - To eliminate slum and blight in the downtown area through infrastructure and public facilities improvements that benefit LMI neighborhoods.

HUD OBJECTIVE – CREATING A SUITABLE LIVING ENVIRONMENT

Outcome – Improving sustainability by promoting viable communities

Objective 1 - Increase access and provide public facilities that provide for the health and safety of residents in LMI neighborhoods.

- Actions:
1. Implement sidewalk and other street improvements, ADA projects and beautification projects in LMI neighborhoods for safe and adequate access to services and facilities.
 2. Implement park, trail and walkway developments in LMI neighborhoods for safe and adequate recreation needs through acquisition, demolition and redevelopment.

ECONOMIC DEVELOPMENT

HUD OBJECTIVE – CREATING ECONOMIC OPPORTUNITIES

Outcome – Improving sustainability by promoting viable communities

Objective 2 - Increase business attraction to promote job creation

- Actions:
1. Provide grant assistance to commercial property owners and businesses through a Business Assistance Program.
 2. Provide for projects that increase the economic viability of the downtown.
 3. Implement sustainable energy related projects in the downtown.

HOUSING

Priority 2 - To provide a strategy to meet the increasing need for transitional to affordable and supportive housing.

HUD OBJECTIVE – PROVIDING DECENT HOUSING

Outcome – Improving availability or accessibility of units

Objective 1 - Increase the supply of safe and adequate affordable housing for low to moderate-income persons.

- Actions:
1. Consider making the City's "surplus" and/or tax acquired real estate available for the development of affordable housing.
 2. Consider revisions to the City's zoning and land use standards which would provide incentives, e.g. density bonuses for the development of affordable housing.
 3. In partnership with other public/private parties, explore the adaptive re-use and redevelopment of non-residential properties, e.g. mills, churches, etc. into affordable sheltered housing.
 4. Consider and implement when feasible combinations of housing and community space that support LMI neighborhoods and enhance opportunities for housing occupants.

Objective 2 - Preserve and upgrade the City's housing stock serving low to moderate income persons.

- Actions:
1. Consider establishment of low interest loan programs to help finance the rehabilitation of the City's downtown housing stock.
 2. Consider acquisition and demolition of blighted properties for construction of new housing when applicable.
 3. Provide funding to low to moderate income homeowners for improvements comprised of energy conservation.

4. Consider establishment of low interest loan programs to help finance the rehabilitation of the City's downtown housing stock.
5. Undertake a systematic and concentrated program of code enforcement to ensure life safety standards are met and to prevent blighting influences on neighborhoods.
6. Encourage participation by landlords in the Biddeford Landlords Association and encourage partnerships that provide resources for landlords and tenants.

Objective 3 - Increase opportunities for homeownership for low and moderate income persons.

Actions: 1. Consider a partnership with other public/private organizations to pool resources to help finance home ownership, e.g. down payments, loan assistance, mortgage interest rate write-downs, and other financing mechanisms.

SOCIAL SERVICES

Priority 3 - Provide educational and work opportunities for homeless and low to moderate income persons, and special needs populations that provide avenues to obtain jobs and/or better paying work opportunities.

HUD OBJECTIVE – CREATING ECONOMIC OPPORTUNITIES

Outcome – Improving availability or accessibility of units or services

Objective 1 - Increase the economic prosperity of homeless and low to moderate income persons, and special needs populations, and their ability to afford housing, and health and safety amenities by providing work opportunities and partnerships that provide housing and housing services.

- Actions:
1. Provide opportunities for homeless and low to moderate income persons, and special needs populations to participate in work force preparedness and financial management programs that enhance their ability to have access to affordable housing.
 2. Provide child care and youth programs that increase the opportunity for homeless and low to moderate income persons, and special needs populations to attend educational and training programs, while providing enrichment programs for youths of all ages.
 3. Link local programs to secondary education and training that would be the "next step" for low to moderate income persons, homeless and special needs populations, and implement training and educational programs for these populations.

Priority 4 - Implement strategies to aid the elderly and special needs populations with access to information and services to increase health and safety and reduce reliance on the City's overburdened Health and Welfare Department that can only provide minimal assistance.

HUD OBJECTIVE – CREATING A SUITABLE LIVING ENVIRONMENT

Outcome – Improving availability or accessibility of units or services

Objective 1 - Improve the health and safety of the elderly and special needs populations.

Actions: 1. Provide and coordinate programs that outreach to the elderly and enable the elderly to access assistance that enhances their quality of life.

Priority 5 - To reinforce and strengthen the emergency shelter and transitional housing system that is already in place which includes housing, counseling, education and a wide variety of homeless, special needs and LMI assistance.

Objective 1 - Assist and work with the City's Health and Welfare Department, volunteer organizations and agencies to seek collaborative efforts to assist homeless, low to moderate income and special needs populations in Biddeford.

Actions: 1. Encourage network meetings of area resources and services.

2. Strengthen individual neighborhoods through outreach efforts, including meetings, events, and planning strategies

* The following falls under all priority listings and pertains to special needs populations thus giving it a stand alone Objective and Action.

Objective 1 - Provide for a seamless network of social services and assistance for special needs populations.

Actions: 1. Continue to gather all social service information and examine gaps in existing systems for all special needs population groups (includes diagnostic, rehabilitative, educational, housing and work opportunities).

Year 1 Projects are detailed below under their respective objectives and actions.

Construction/reconstruction of sidewalks, possible ADA projects, other street improvements, additional qualifying sidewalks, and parks, are targeted for a total of \$157,148 (34%) and \$92,440 (20%) for housing projects. Public services are targeted to LMI citizens citywide and are funded for a total of \$69,330 (15%) for implementation of new services and expansion of current services. A Downtown Improvement/Business Assistance Program is also targeted for \$50,842 (11%). Administration is funded at \$92,440 (20%). Approximately 80% of the total funds will go to benefit LMI citizens.

The budget is based on \$446,376 that has been allocated for Year 5 of the current year.

The total carryover of funds from Year 5 will be approximately \$150,000. Year 5 is the current project year from July 1st, 2017 to June 30th, 2018. These funds are already allocated and in the process of being expended.

1. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

Infrastructure

Priority 1 - To eliminate slum and blight in the downtown area through infrastructure and public facilities improvements that benefit LMI neighborhoods.

HUD OBJECTIVE – CREATING A SUITABLE LIVING ENVIRONMENT
Outcome – Improving sustainability by promoting viable communities

Objective 1 - Increase access and provide public facilities that provide for the health and safety of residents in LMI neighborhoods.

Actions: 1. Implement sidewalk and other street improvements, ADA projects and beautification projects in LMI neighborhoods for safe and adequate access to services and facilities.

Project Title: Sidewalk/ Lighting Improvements

Timeline: July 1, 2018 to June 30th, 2019

Cost: \$157,148

Benefit: 1,000+/-feet

The City of Biddeford has once again determined that the reconstruction/construction of sidewalks is a top priority. The following is a list of projects for consideration in Year 5 and have already been cleared and approved in the Year 4 Action Plan.

- 1) Main Street Sidewalk – Phase 4 - continue sidewalk/lighting project
 - a. Re clear and continue sidewalk reconstruction, lighting installation, bump outs, crosswalks, and addition of other street amenities on both sides of Main Street from Lincoln Street and Adams Street to Elm Street. Include design enhancements at intersections.
 - b. Clear Main Street intersection for design and construction at Adams and Lincoln Streets and all other intersections on Main Street that need similar design and construction work

- 2) South Street
 - a. Clear both sides Green to Elm Street, approx. 550'
 - b. Clear north side from Kossuth Street to Green Street, approx 280'
 - c. Clear 100' up side streets along route
- 3) Green Street
 - a. Clear both sides from South to Center Street, approx 400'
- 4) Jefferson Street
 - a. Clear sections that have not been done, from Main St. to Adams St, approx 1000'
 - b. Clear 100' up sides streets in those sections

Water Street from Main to Sullivan, portions of Elm Street on the west side from Lincoln to West Street, and others located in LMI Census tracts are also under consideration. The possibility of new street lighting, intersection improvements and other amenities are also a consideration when any sidewalk is reconstructed/constructed. In addition, although at the present there are no ADA, walkway, or park projects listed, these could be a possibility for funding in Year 1 if funding were available and projects were ready for development.

Housing

Priority 2 - To provide a strategy to meet the increasing need for transitional to affordable and supportive housing.

HUD OBJECTIVE – PROVIDING DECENT HOUSING

Outcome – Improving availability or accessibility of units

Objective 1 - Increase the supply of safe and adequate affordable housing for low to moderate-income persons.

Objective 2 - Preserve and upgrade the City's housing stock serving low to moderate income persons.

Objective 3 - Increase opportunities for homeownership for low and moderate income persons.

Project Title: Housing Program

Timeline: July 1, 2018 to June 30th, 2019

Cost: \$92,440

Numbers To Be Served/Benefit: TBD

Housing activities in Year 1 could include, acquisition, housing rehabilitation, homeowner gap financing, energy conservation improvements, purchase of blighted buildings, purchase of vacant lots, demolition, and/or housing that benefits low to moderate income persons or presumed benefit populations (transitional, seniors, etc.). If the opportunity presents itself and is identified

as a benefit, community nonprofit space will be considered in housing projects. Additional site specific projects will be submitted for complete review and approval. Program income received from the sale of housing or vacant lots developed with CDBG funds will be returned to the program for the next housing project.

Economic Development

Priority 1 - To eliminate slum and blight in the downtown area through infrastructure and public facilities improvements that benefit LMI neighborhoods.

HUD OBJECTIVE – CREATING ECONOMIC OPPORTUNITIES

Outcome – Improving sustainability by promoting viable communities

Objective 2 - Increase business attraction to promote job creation.

Actions: 1. Provide grant assistance to commercial property owners and businesses through a Downtown Improvement Program.

Project Title: Downtown Improvement/Business Assistance Program

Timeline: July 1, 2018 to June 30th, 2019

Cost: \$50,842

Benefit: Slum and Blight (TBD)

A Downtown Improvement Program will target the downtown to improve buildings designated as “spot” slum and blight as it relates to health, safety, and ADA issues. This grant program was developed to compliment the ongoing revitalization and facade improvement program in the downtown to assist with business attraction and retention. A key component of this grant program will be to assist businesses and property owners with health, safety, and ADA issues that are often too costly for potential businesses to locate and open in Biddeford’s downtown.

Community Development

Priority 4 - Implement strategies to aid the elderly and special needs populations with access to information and services to increase health and safety and reduce reliance on the City's overburdened Health and Welfare Department that can only provide minimal assistance.

HUD OBJECTIVE – CREATING A SUITABLE LIVING ENVIRONMENT

Outcome – Improving availability or accessibility of units or services

Objective 1 - Improve the health and safety of the elderly and special needs populations.

Actions: 1. Provide and coordinate programs that outreach to the elderly and enable the elderly to access assistance that enhances their quality of life.

Project Title: Southern Maine Agency on Aging – Meals on Wheels

Timeline: July 1, 2018 to June 30th, 2019

Cost: \$15,000

Inkind Commitment \$58,600

Numbers To Be Served/Benefit: 105

The Southern Maine Agency on Aging's Meals on Wheels program provides nutritious meals to homebound, older and disabled adults living in Biddeford. In addition to a nutritious meal, Meals on Wheels provides valuable socialization and safety checks for participants. Meals on Wheels has become an important factor in addressing hunger among older people.

This program seeks to expand its program to provide approximately 10,000 meals to 90 homebound senior residents of Biddeford in Year 5. The program is seeking to expand, meet and improve the traditional role of Meals on Wheels while accommodating the growing challenge of senior hunger and homelessness. It is not uncommon for the program to hear from recipients that this is the only meal they have during the day. In addition, living conditions can vary widely depending on the financial resources of the recipient. The program is continually striving to ensure that not only are people fed, but that they, through the meal site staff and volunteer drivers, are connected to the social service resources of Southern Maine Agency on Aging to provide them with benefits, housing, and appropriate affordable medications.

This program year the Meals on Wheels program will expand its services to include providing a “warming crew” for those needing assistance to heat their meals, and a “phone pals” program that will conduct check-in calls to senior participants requesting this service. In addition, SMAA will expand a new assessment program that includes information on socialization, health, and the client’s living conditions. The program will also to continue to increase the amount of time a Meals on Wheels volunteer spends in the home by providing delivery of frozen meals twice a week, and augment deliveries on other days with volunteers who are not constrained to timely meal delivery. The volunteers will continue to be able to focus on those living alone who need the safety check. For those clients who need a hot meal, the volunteer can heat and serve the meal, allowing more time for socialization. Those who do not need daily deliveries or safety checks can arrange for delivery twice a week. This will increase convenience for these recipients while increasing time for those living in isolation who need more socialization and safety checks. Seventy seven percent of the program recipients live at or below the federal poverty level, and 22% live under 200% of the federal poverty level.

The Meals on Wheels Program will provide the following services:

- Identify recipients and emergency contacts through outreach
- Begin meal delivery within one to three days
- Conduct in-depth in-home assessment
- Refer to social services department of Southern Maine Agency on Aging if requested
- Connect with emergency contacts if necessary
- Provide additional socialization and safety checks for recipients as needed
- Conduct additional assessment every 6-months or earlier as needed

The City of Biddeford will provide space at the Ross Center for this expanded service.

Priority 3 - Provide educational and work opportunities for homeless and low to moderate income persons, and special needs populations that provide avenues to obtain jobs and/or better paying work opportunities.

HUD OBJECTIVE – CREATING ECONOMIC OPPORTUNITIES

Outcome – Improving availability or accessibility of units or services

Objective 1 - Increase the economic prosperity of homeless and low to moderate income persons, and special needs populations, and their ability to afford housing, and health and safety amenities by providing work opportunities and partnerships that provide housing and housing services.

Actions: 1. Provide child care and youth programs that increase the opportunity for homeless and low to moderate income persons, and special needs populations to attend educational and training programs, while providing enrichment programs for youths of all ages.

Project Title: ArtVan Program

Timeline: July 1, 2018 to June 30th, 2019

Cost: \$5,956

Inkind Commitment: \$20,700

Numbers To Be Served/Benefit: 25

Many children and youth in the Mechanics Park, Bacon Street and downtown area live in low income housing and do not have ready access to traditional summer programs and who lack opportunities for safe self expression, adult supervision and creative outlets for learning. Children who attend the 9-week ArtVan Program are provided a safe, creative and tangible way to express art and discover ways to beautify their neighborhood while working together. The program will continue to expand its program in partnership with the Canopy Park Resource Center on Bacon Street, Community Partnerships for Protecting Children, the University of New England, and local garden programs to engage referrals, provide space and volunteers, and provide artistic opportunities. In exchange, the ArtVan Program provides a “community arts” program that no entity has the staffing to provide. The program plans to serve additional youths in the program and provide new experiences for those returning to the program.

Ethnic diversity is something Biddeford is experiencing more and more. The ArtVan Program addresses diversity issues through creating a work space that is non-judgmental and open-minded, while abiding by the organization’s three rules of respect: Respect for yourself as a human being, respect for others as co-human beings, and respect for the space, location, and materials. The program encourages the opportunity to share other cultures including languages and other art forms, and conversations about different foods to enhance cross-cultural communication.

In addition, opportunities for Biddeford youths in the ArtVan Program will include; expanding the “Teen Art” section with the Heart of Biddeford to be a larger part of the mill arts community, link with businesses that may use “youth art”, and possibly provide participants opportunities to

market art products. Teens will be encouraged to participate in the program as mentors for the younger children, assisting program leaders, and developing neighborhood art that replaces unsightly graffiti. In addition, the program works with community garden groups who need signage for their gardens. The program will be held at various parks and spaces, located in LMI Census Tracts.

In this continuing program, ArtVan plans to partner with Maine Behavioral Healthcare's Life Enrichment Program in bringing together adults ages 18+ for a 90-minute, 9-week summer session following the standard art program to create a mural for the Community Services Center. The mural, symbolized by a tree, with the theme of growth and expansion will be a joint effort between the two programs. This additional partnership support will increase the number of programs available for Biddeford youths. The program also enables parents and guardians the time to participate in training, parenting or work opportunities knowing that their child is in a supportive and supervised learning environment.

The crux of the program will be the creation of the art work for the 10th Annual Bacon Street Festival to be held in August. The art work will be comprised of recycled materials and will consist of large and small sculptures, as well as hanging and flat pieces. A Teen Art Team will also be a part of the festival.

The ArtVan Program will provide the following services:

- Provide a consistent, ongoing summer art therapy program at a designated location(s)
- Assess the Bacon Street Neighborhood and community needs by collecting information from staff, youth, and families
- Orient the ArtVan Program towards local businesses through direct introductions
- Support neighborhood youth to take ownership of the projects and to use art therapy to support their emotional/social growth
- Recruit volunteers and interns
- Work with the City to plan and design the Bacon Street Festival decorations
- Document ArtVan sessions by recording participation, stories, and quotes
- Use community resources to build new partnerships and deepen present relationships to promote the ArtVan mission
- Use staff meetings and direct supervision to further develop art therapy interventions and methods
- Evaluate the impact of ArtVan's program on participating youths and their families

Project Title: CPPC- Neighborhood HUB

Timeline: July 1, 2018 to June 30th, 2019

Cost: \$17,374

Inkind Commitment: (TBD)

Numbers To Be Served/Benefit: 180

Community Partners for Protecting Children (CPPC) directs the Canopy Park Resource Center, called the HUB, at 49 Bacon Street, in the Bacon Street Neighborhood. The CPPC Community

Builder is available to assist neighborhood residents with access to services and programs, and engage residents in the neighborhood in community events. The CPPC focuses on communities with the highest per capita rates of child protective service involvement in the region, using four core strategies: family centered practice, neighborhood networks, shared decision making, and policy and practice change. The goal is to reduce the number of families needing child protective service intervention. When such intervention is necessary, the goal of the CPPC is to improve the coordination and effectiveness of services and community supports, so families are more likely to achieve positive permanent outcomes, and are less likely to need such intervention in the future. In addition, the CPPC and Community Builder have been a presence at the HUB for approximately 5 years. The CPPC Community Builder will continue to expand their presence in the neighborhood to reach additional residents through daily programs and scheduled events such as “Grub at The HUB”, a meal program that invites neighbors in to talk and meet the Community Builder and neighbors. With the improvements seen over the last 10 years in the Bacon Street Neighborhood and the reduction in negative activities, it is the goal of this program to eventually expand into other identified neighborhoods.

The CPPC Community Builder is projecting to provide 182 referrals or 60 individuals to concrete supports in times of need in the coming year. A number of these are returning residents for additional assistance. These referrals generally take place directly in the neighborhood HUB after a trusting relationship is built with the Community Builder.

In addition to directly serving these neighbors, the CPPC projects serving an additional 120 LMI residents through community building activities and opportunities outside of the HUB. This is a total projection of serving 180 people in the neighborhood.

-
3. Link local programs to secondary education and training that would be the “next step” for low to moderate income persons, homeless and special needs populations, and implement training and educational programs for these populations.

Project Title: Seeds of Hope - Seeds of Hope Career Center

Timeline: July 1, 2018 to June 30th, 2019

Cost: \$15,000

Inkind Commitment: \$86,520

Numbers To Be Served/Benefit: 535

The Seeds of Hope Career Center will continue to assist 535 additional Biddeford residents in computer competency, resume development, job search and interview preparation at the Center at 35 South Street. The Center will also continue to offer a mentoring program pairing local business persons with job seekers to help lift self-esteem, create achievable goals and to position participants as competitive prospective employees through interview prep and professional presentation skill development.

The Center serves two very different types of job seekers including those who are looking for

any level of work that will give them increased financial support and allow them to become more independent, and those who have been on a career track. Often these latter people have been sidetracked from a career path for a variety of reasons and want to get back into their career field. However, they may have lost the confidence and current skill set to reenter that field. The continuing initiative, (Project GREAT), will continue to supplement the assistance already being done with the added benefit of pairing career seekers with local mentors when available who will support them as they become ready for the job market. This work is highly time-intensive with one-on-one coaching, and requires flexibility to meet the needs of both the mentors and the job seekers who might be working an entry-level job until such time that the career position is a possibility. Project GREAT was created through a collaboration with a local business person with career experience and strong local contacts.

The Career Resource Center will provide the following services:

- Seven computers and networked printer available for public Internet use (available Tues - Fri 9am-1pm)
- An easy-to-use job support website that steps the user through the steps of an effective job search, with samples/templates of planning and deliverable (e.g. resumes, cover letter) documents -- "www.seedsofhope4me.org/CareerCenter"
- Basic Internet competency training & E-mail setup/training
- Continue a mentoring program this spring, which will offer basic assessment of readiness and skill strengths, goal setting and planning to achieve those goals, and mentoring through the application/interview/hiring process.
- Resume preparation
- Help using the Internet for job searches
- Help with Internet job applications
- Interview preparation
- Sustainability assistance (advocacy/referral to other social service organizations for shelter/food/training and other critical assistance resources including those at the Seeds of Hope Neighborhood Center
- Local Wireless Internet access (Biddeford OpenNet)

The Career Center will continue to expand its partnerships with the MacArthur Library, City of Biddeford's General Assistance, the Career Center in Springvale, and Goodwill Workforce Solutions, of which the Career Center is a Workforce Solutions Site.

Project Title: MaineWay Inc. - Representative Payee Program

Timeline: July 1, 2017 to June 30th, 2018

Cost: \$16,000

Inkind Commitment: \$14,000

Numbers To Be Served/Benefit: 275

The Representative Payee Program will be expanded in Year 5 to serve 275 additional clients. The program is implemented by The MaineWay Inc. a transitional housing entity in Biddeford. This service will work with additional LMI clients who receive SSDI and/or SSI. The program

will also work with additional seniors who have been seeking the program's assistance. An increase in this population segment is continuing to be seen in requests for services. In addition, the program will expand to assist an increasing number of working people and families, whose income makes it difficult to make ends meet. Also, the program will increase its outreach to landlords to provide information regarding the program and how it can ensure rental payments for them and housing for program participants.

Generally, clients come to or seek transitional housing with finances in a state of disarray. They are often severely behind in rent payments or have been served with an eviction notice and CMP disconnection notices. The MaineWay will continue to work with landlords and CMP to develop a plan to bring payments current and provide stable housing for clients. The MaineWay also develops a financial agreement with the client and works with Social Security to maintain the client's benefits if they have these. Additional clients in the program will learn budgeting skills and be encouraged to access community and other social services. The goal will be to help additional clients attain self-sufficiency in handling finances and to help clients to develop and/or recognize skills for employment opportunities. In addition, the MaineWay will continue to work closely with the Biddeford Housing Authority to assist clients that may be seeking housing in the City's Housing Program projects and MaineWay services.

The MaineWay, Inc. will also be continuing the previous year's efforts with Biddeford General Assistance Office clients. This is an effective way to minimize the impact that clients have on the General Assistance budget by reducing the total amount that General Assistance provides to them. This is and will continue to be accomplished by working with program participants to assist them in effectively and efficiently managing their resources and benefits.

The MaineWay, Inc. will provide the following services:

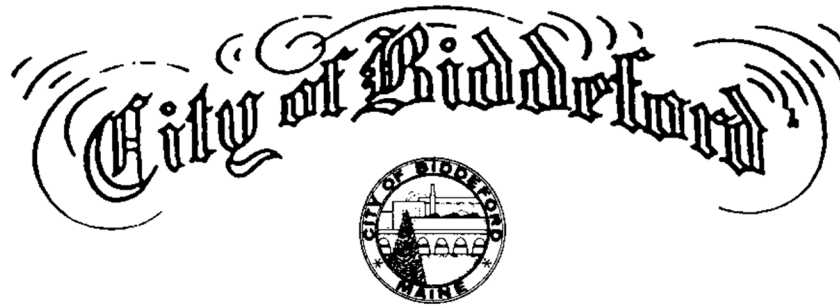
- Meet with potential clients
- Determine eligibility and client needs
- Develop a financial agreement
- Work with Social Security and DHHS and employers
- Meet with client to develop a weekly/monthly plan
- Handle each client's monthly finances (pay bills, repay debt, plan purchases)
- Work on budgeting skills and long range plans and goals
- Meet with clients on a regular basis to review progress
- Ensure paperwork is complete including DHHS and Social Security
- Work with landlords to maintain housing options for clients

Social Service Programs not funded included Learning Works, ENGINE and the Mission Hill Community Garden Project, but will be considered first for funding in event funding becomes available.

Administration is to be funded at a total of \$92,440 for office staff, equipment, supplies, and any other administrative expenses.

Contingency Provision

Since the U.S. Department of Housing and Urban Development may not have awarded the City its 2018 allocation by the time this Plan is approved through the City's Citizens Participation Plan, the awarded funds contained in this Draft of the Year 1 Action Plan are only proposed. If necessary, the City of Biddeford will adjust the proposed allocations according to the percentages stated within the Consolidated Plan and Year 1 Action Plan.



2018.43

IN BOARD OF CITY COUNCIL..MAY 15, 2018

BE IT RESOLVED, that the City Council of the City of Biddeford does hereby approve and recommend the submittal of the Analysis of Impediments to Fair Housing Choice to the U.S. Department of Housing and Urban Development.



CITY OF BIDDEFORD, MAINE

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

TO: Mayor Alan Casavant
James Bennett, City Manager
Mathew Eddy, Director Community & Economic Development
City Council Members

FROM: Linda Waters, Community Development Coordinator

DATE: May 8th, 2018

SUBJECT: Analysis of Impediments to Fair Housing Choice

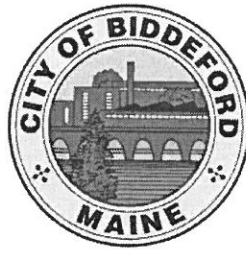
RESOLUTION: Approval and Recommendation to Submit the Analysis of Impediments to Fair Housing Choice to the U.S. Department of Housing and Urban Development.

Please find attached the Final Draft of the City of Biddeford's Analysis of Impediments to Fair Housing Choice that is a required document by HUD to be submitted with the new Five Year Consolidated Plan. The document was submitted five years ago and has been updated for submission.

Provisions to Affirmatively Further Fair Housing (AFFH) are components of the Department of Housing and Urban Development's (HUD) housing and community development programs. These provisions are articulated in Section 808(e) (5) of the Fair Housing Act which requires the Secretary of HUD to administer programs in a manner to Affirmatively Further Fair Housing. HUD's program regulations require grantees to certify that they will Affirmatively Further Fair Housing as part of the obligations assumed when accepting funds.

Clarification of the distinction between Affirmatively Furthering Fair Housing actions and affordable housing activities is important to understand. When a grantee such as the City of Biddeford, supports the creation of housing for low and moderate-income families, it is necessary to understand that this action in and of itself, is not sufficient to Affirmatively Further Fair Housing. While it does provide an important service, by increasing the supply of decent, safe, sanitary and affordable housing, it does not ensure that housing is available to all residents in the jurisdiction, regardless of race, color, national origin, gender, handicap, sexual orientation and/or familial status. Ensuring that housing is available to all residents in the jurisdiction, are the actions that Affirmatively Further Fair Housing.

If you have any questions or would like more information regarding this document please feel free to call me at your convenience at 284-9105 or email at lwaters@biddefordmaine.org. Thank you.



City of Biddeford, Maine

Analysis of Impediments to Fair Housing Choice

March, 2018

Executive Summary

After decades of minimal population growth, Biddeford is now poised for noticeable increases in the number of people who live here. Over the next five years alone, forecasters anticipate the population will grow by more than 5%. This magnitude of growth is striking, since Biddeford has essentially the same size population as in 1950.

The number of new housing units will likely grow accordingly, especially in the downtown area where Mill District conversions will add hundreds of new housing units over the next 24 to 36 months. The number of new households created may nevertheless place strain on the availability of housing. The trend in recent decades is of smaller household size. One- or two-person households vastly outnumber larger households in Biddeford as elsewhere; therefore, more housing units may be needed to shelter Biddeford's growing population than ever before.

Overall, the condition of the housing stock here is fundamentally good. Just 6% of single-family units are in only fair or poor condition. However, this number jumps to more than one-fifth of rental housing units, raising some concern about the housing stock. Condition of housing may be a function of age. The housing stock here in Biddeford is among the oldest in the nation. The median year built here is 1946 as compared with 1977 for the nation as a whole.

Perhaps the most pressing concern regarding housing in Biddeford is affordability. In the York County rental market, Biddeford is the least affordable community, according to the Maine Housing Authority. Homeownership is a bit less onerous, but still difficult as compared to some nearby communities. This problem may be due to a median income that is noticeably lower than in other communities. The median income of renter households is especially low. However, affordability here in Biddeford may be reflective of the tight housing market throughout the greater Portland, Maine metropolitan area.

Demographic Profile

The overall population in Biddeford has barely changed in decades. While the United States grew almost 10% from 2000 to 2010 alone, Biddeford's population grew just 1.6% over the same period of time. Over this same decade, Maine grew at a rate of 4.2% and York County grew at 5.6%. However, because of steady redevelopment of Biddeford's Mill District over the past five years, including an expected increase in the number of housing units here, the population may begin to burgeon.

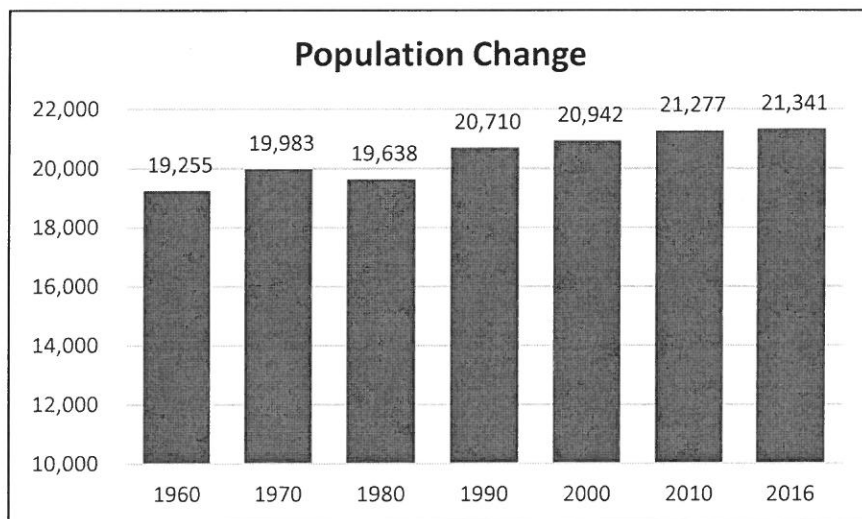
Biddeford is a young community. While Maine is the oldest state in the United States in terms of median age, Biddeford skews young, almost ten years younger than Maine. Millennials, those individuals born between 1982 and 2000 (as defined by the U.S. Census Bureau) make up an important part of Biddeford and so their needs and influence will be increasingly felt throughout the community, especially as this cohort is seen as more civic minded than other age cohorts.

More than nine-tenths of Biddeford residents are white, with African Americans and Asians making up the majority of other races in the city. According to the 2015 American Community Survey, 5.5% of the population is foreign-born.

Biddeford is not a wealthy community, with a median household income that falls behind the national, state, and county medians, and a poverty rate that rises above those same geographies. This, in part, may be due to a comparatively low educational attainment that is a full four percentage points lower than the York County level. But Biddeford residents are willing and able to work. The labor participation rate is more than five percentage points higher here than the national rate.

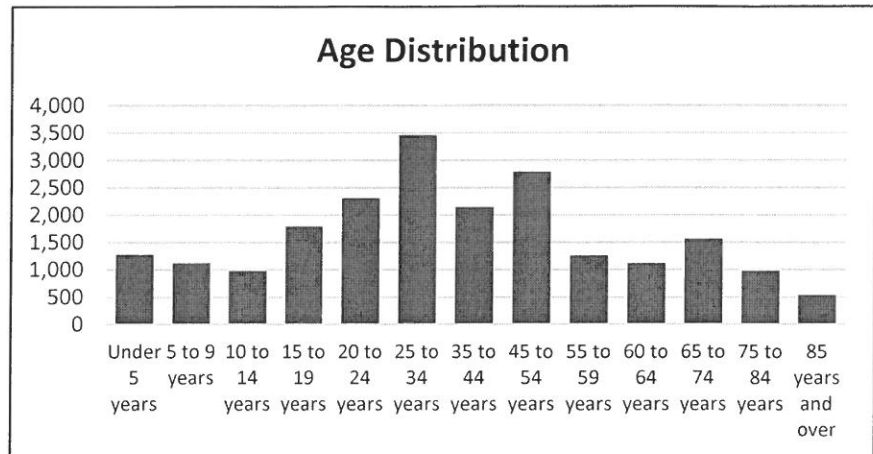
Biddeford has experienced major job losses over a period of decades. The textile mills, the source of employment and wealth in this community for more than a century, began closing in the 1960s, with the last manufacturer closing in 2009. This legacy of economic uncertainty lingers. However, with reinvigorated population growth, a young populace, and the willingness to work, Biddeford will overcome the lagging demographic measures. Seven demographic measures have been examined here:

Total population in Biddeford has remained relatively flat over the past five decades, increasing just 10.8% since 1960. In contrast, the population of York County has increased 103.6% over the same time period.

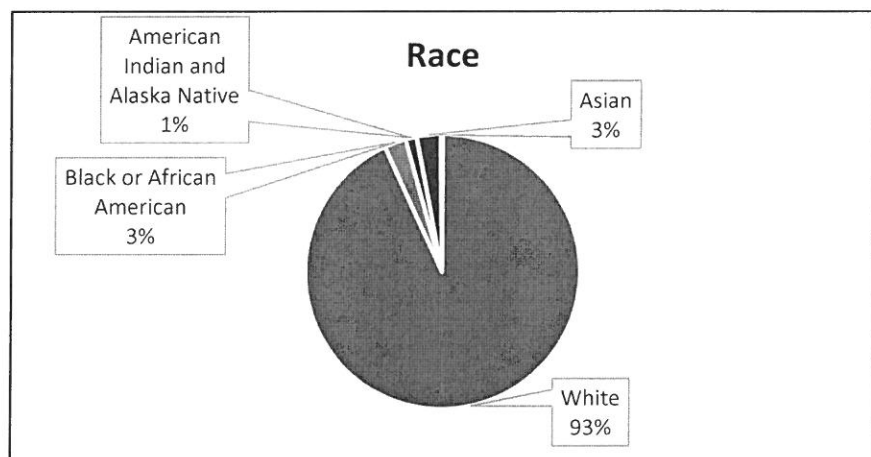


Source: U.S. Census Bureau, 2016
American Community Survey 5-Year Estimate

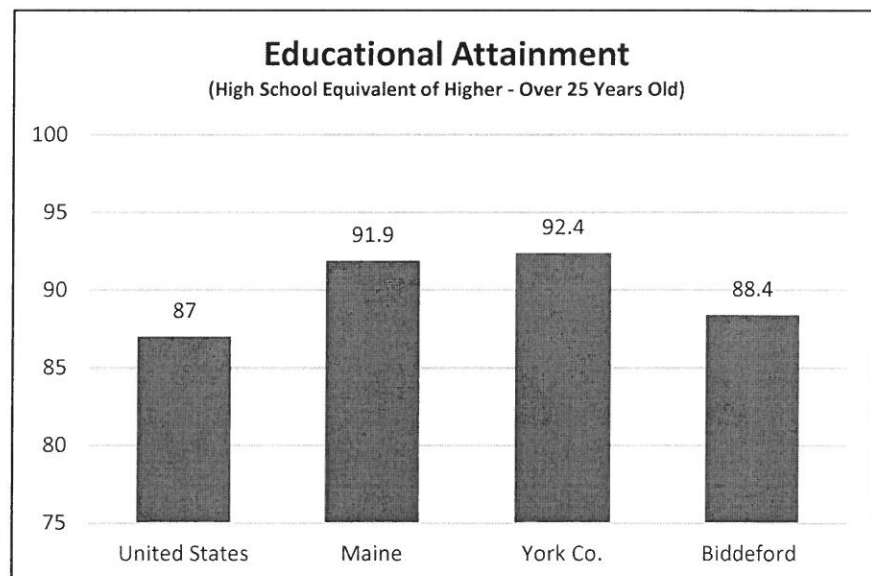
Biddeford is a comparatively young community. The largest age cohort in Biddeford is the 25 to 34 year old age group. **Median age here is 33.8 years.** In York County, median age is 44.4 years.



Like the rest of Maine, Biddeford is overwhelmingly white. **Just 7% of the population is a race other than white.** In York County, 98.1% of the population is white.

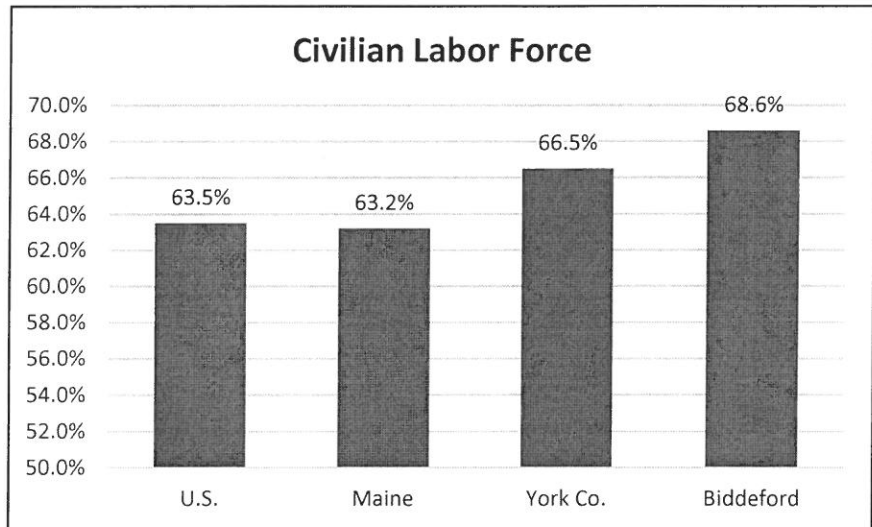


Educational attainment in Biddeford is lower than in both York County and in the rest of Maine, with **88.4% of the population 25 year old and above have at least high school equivalency.** This is 4 percentage points lower than in York County. Educational attainment here is 1.4% higher than the overall United States.

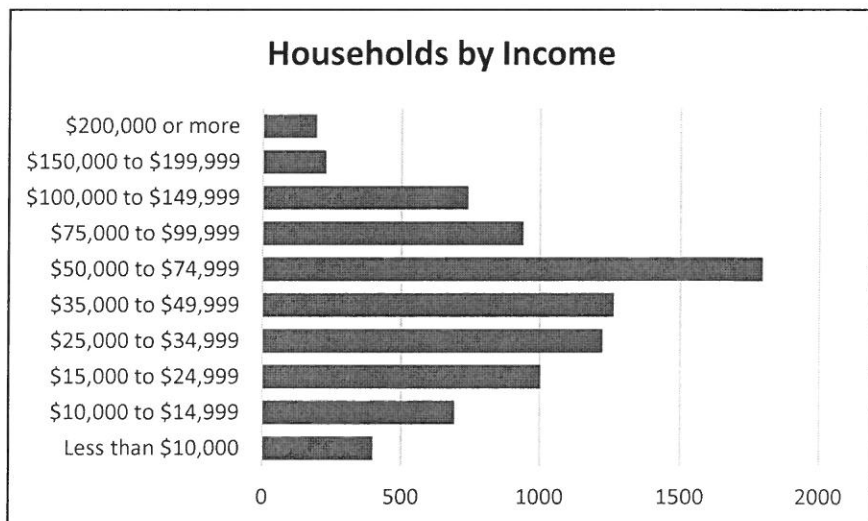


Source: U.S. Census Bureau, 2016 American Community Survey 5-Year Estimate

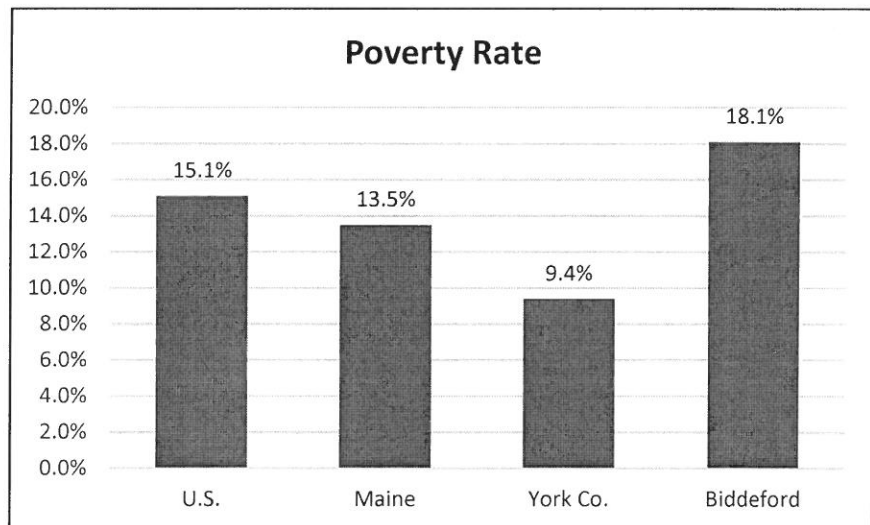
A greater portion of the population here is in the labor force as compared to York County, Maine and the U.S., and is **an indication of a strong local workforce**. This is especially true when seen in conjunction with the unemployment rate (just 3.0% as of Jan. 2018 according to the Maine Center for Workforce Research and Information).



The median household income in Biddeford is **\$47,265**. This is 25% lower than York County (\$59,132), and 7.5% lower than the State of Maine (\$50,826). Just over one-fifth of households here earn income from \$50,000 to \$74,999. Almost 5% earn less than \$10,000 per year. Just over 2% earn more than \$200,000 per year.



Biddeford has a higher poverty rate than York County, Maine and the U.S. **More than 18% of all people are living in poverty**. The rate of families living in poverty is noticeably lower, at 10.0%



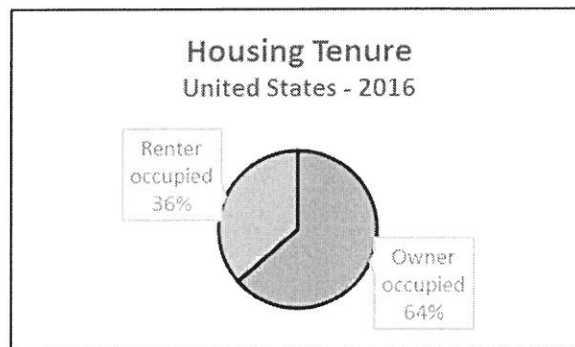
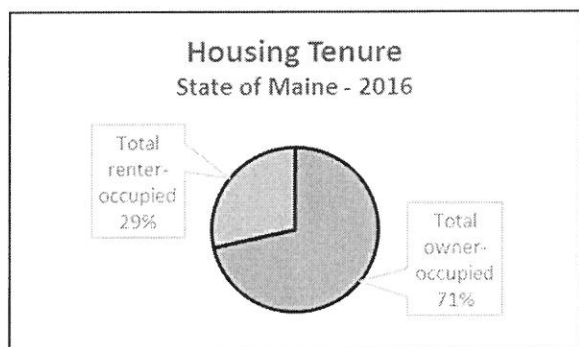
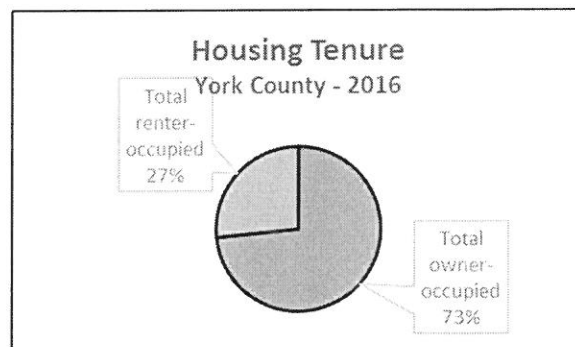
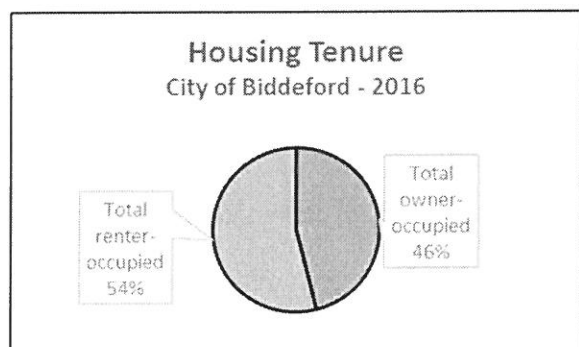
Source: U.S. Census Bureau, 2016 American Community Survey 5-Year Estimate

Existing Conditions

Housing Tenure

More than half of the households in Biddeford rent their homes. In York County more than one quarter of households rent and in the State of Maine 28.5% of households rent. The rental rate is high here as compared to the overall United States, where 36% of households rent their homes.

	City of Biddeford		York County		State of Maine	
	# of units	%	# of units	%	# of units	%
Total occupied	8,493	100.0%	82,588	100.0%	551,109	100.0%
Total owner-occupied	3,914	46.1%	60,617	73.4%	393,966	71.5%
Total renter-occupied	4,579	53.9%	21,971	26.6%	157,143	28.5%



The greatest concentration of renter-occupied housing are located downtown, in census tracts 252.01 and 252.02. About three-quarters of all occupied housing units in these tracts are renter-occupied.

Source: U.S. Census Bureau, 2016 American Community Survey 5-Year Estimate.

These tracts comprise almost 60% of all housing units in Biddeford. Outside of the downtown area, where about 40% of all housing units are located, is predominantly owner-occupied.

	Tract 251 West	Tract 252.01 Downtown West	Tract 252.02 Downtown East	Tract 253 East	Tract 254 Coast
Total Housing Units	1,512	2,330	3,574	1,145	1,299
Total occupied	1,436	2,238	3,123	1,079	617
Total owner-occupied	80.2%	20.8%	28.6%	86.7	76.2%
Total renter-occupied	19.8%	79.2%	71.4%	13.3%	23.8%

Biddeford is a city of renters.

Households by Age of Head of Household

More head of households are aged 25 to 34 years than any other age group.

Age of Head of Household	2000	2010	2016	% Change '00 – '10	% Change '10 – '16	York County % Change '10 – '16
Under 25	640	639	542	-0.2%	-15.2%	-31.0%
25 - 34	1,592	1,300	1,737	-18.3%	33.6%	12.8%
35 - 44	1,796	1,442	1,137	-19.7%	-21.2%	-13.4%
45 - 54	1,588	1,722	1,632	8.4%	-5.2%	-8.2%
55 - 64	1,093	1,526	1,444	39.6%	-5.4%	9.4%
65 - 74	1,007	968	978	-3.9%	1.0%	24.9%
75 - 84	710	723	720	1.8%	-0.4%	5.5%
85 +	210	278	303	32.4%	9.0%	4.8%
Total HHs	8,636	8,598	8,493	-0.4%	-1.2%	1.9%

Of the 8,493 households in Biddeford in 2016, the greatest growth has taken place among households headed by 25 to 34 year-olds. This cohort grew by 33.6% while many other age groups experienced slow or negative growth. This contrasts sharply with the period 2000 to 2010 when the greatest growth was seen in the 55 to 64 year-old age group. This change may be explained in terms of median age: median age has fallen in Biddeford in the years 2010 to 2016, from 38.3 years to 33.8 years. According to a June 21, 2017 article in the *New York Times*, the median age of first-time home buyers is 32 years. With more than 20% of the occupied housing units in Biddeford headed by 25 to 34 year olds, this group may place additional demand on owner-occupied housing here, changing the make-up of housing tenure discussed above.

Source: 2000 Decennial Census
2010 Decennial Census
2016 American Community Survey 5-Year Estimate.
ESRI

Housing Types

Fewer than half of all housing units in Biddeford are single unit dwellings, whether detached or attached. In contrast, more than 70% of all housing units in York County and the State of Maine are single-unit structures. Also, a larger share of total housing units in Biddeford are multi-family structures as compared to York County and the State of Maine. In particular, two- and 3-4 - unit structures make up more than 30% of all housing units here.

	City of Biddeford		York County	State of Maine
	# of Units	% of Total	% of Total	% of Total
Total	9,860	100.0%	100.0%	100.0%
1 unit, detached	4,695	47.6%	69.2%	70.0%
1 unit, attached	191	1.9%	2.8%	2.3%
2 unit	1,561	15.8%	7.2%	5.1%
3 or 4 unit	1,578	16.0%	5.9%	5.6%
5 to 9 unit	902	9.1%	3.7%	3.7%
10 to 19 unit	111	1.1%	1.5%	1.6%
20 to 49 unit	419	4.2%	1.8%	1.7%
50 or more unit	213	2.2%	1.1%	1.4%
Mobile Home	190	1.9%	6.8%	8.5%
Other (Boat, RV, Van)	0	0.0%	0.0%	0.0%

Mobile homes make up less than 2% of the housing units in Biddeford, which is a noticeably lower rate than in York County or the State of Maine.

The housing in the western, eastern, and coastal portions of Biddeford is predominately single-family, while housing downtown is predominantly multi-family.

	Tract 251 West	Tract 252.01 Downtown West	Tract 252.02 Downtown East	Tract 253 East	Tract 254 Coast
Total	1,512	2,330	3,574	1,145	1,299
1 unit, detached	73.9%	25.6%	23.5%	88.1%	87.1%
1 unit, attached	2.2%	2.6%	0.8%	4.1%	1.7%
2 unit	9.3%	16.2%	27.2%	1.6%	4.0%
3 or 4 unit	2.2%	24.0%	26.9%	0.0%	1.7%
5 to 9 unit	9.7%	15.2%	10.8%	0.0%	1.3%
10 to 19 unit	1.0%	1.6%	1.6%	0.0%	0.0%
20 to 49 unit	1.7%	13.2%	2.1%	0.0%	0.8%
50 or more unit	0.0%	1.5%	4.4%	0.0%	1.6%
Mobile Home	0.0%	0.0%	2.7%	6.2%	1.7%
Other (Boat, RV, Van)	0.0%	0.0%	0.0%	0.0%	0.0%

Source: 2016 American Community Survey 5-Year Estimate.

Housing Type by Tenure

The portion of owner-occupied housing units that are 1-unit, detached (single-family) is the same in Biddeford as in York County and the State of Maine.

Owner-Occupied Housing Units	City of Biddeford		York County	State of Maine
	# of Units	% of Total	% of Total	% of Total
Total	3,914	100.0%	60,617	393,966
1 unit, detached	3,312	84.6%	84.2%	84.2%
1 unit, attached	130	3.3%	3.2%	2.3%
2 unit	269	6.9%	2.7%	2.0%
3 or 4 unit	64	1.6%	1.4%	1.0%
5 to 9 unit	40	1.0%	0.5%	0.3%
10 to 19 unit	0	0.0%	0.1%	0.1%
20 to 49 unit	12	0.3%	0.2%	0.1%
50 or more unit	0	0.0%	0.2%	0.1%
Mobile Home	87	2.2%	7.3%	9.8%
Other (Boat, RV, Van)	0	0.0%	0.1%	0.0%

But a much smaller portion renters in Biddeford occupy single-family homes than in York County of the State of Maine. The majority of renters in Biddeford occupy multi-unit structures.

Renter-Occupied Housing Units	City of Biddeford		York County	State of Maine
	# of Units	% of Total	% of Total	% of Total
Total	4,579	100.0%	21,971	157,143
1 unit, detached	534	11.7%	26.1%	24.9%
1 unit, attached	48	1.0%	2.6%	3.1%
2 unit	1,047	22.9%	20.0%	14.4%
3 or 4 unit	1,310	28.6%	19.7%	19.3%
5 to 9 unit	845	18.5%	13.3%	13.9%
10 to 19 unit	111	2.4%	4.2%	5.6%
20 to 49 unit	381	8.3%	6.0%	6.3%
50 or more unit	213	4.7%	4.2%	5.3%
Mobile Home	90	2.0%	3.8%	7.2%
Other (Boat, RV, Van)	0	0.0%	0.1%	0.0%

Like the City overall, the majority of owner-occupied housing units in each census tract are single-family homes. In Census Tracts 251, 253, and 254 the rate of owner-occupied housing units that are 1-unit,

detached exceeds 90%. In the downtown tracts, the rate is somewhat lower, but this can be expected, because of the high number of multi-units structure in this part of the city relative to single-family homes.

Owner-Occupied Housing Units	Tract 251 West	Tract 252.01 Downtown West	Tract 252.02 Downtown East	Tract 253 East	Tract 254 Coast
Total	1,152	465	892	935	470
1 unit, detached	90.1%	81.3%	67.4%	90.2%	96.2%
1 unit, attached	2.9%	4.5%	3.3%	4.1%	1.9%
2 unit	3.6%	11.4%	17.6%	1.9%	0.0%
3 or 4 unit	0.0%	2.8%	5.7%	0.0%	0.0%
5 to 9 unit	3.5%	0.0%	0.0%	0.0%	0.0%
10 to 19 unit	0.0%	0.0%	0.0%	0.0%	0.0%
20 to 49 unit	0.0%	0.0%	1.3%	0.0%	0.0%
50 or more unit	0.0%	0.0%	0.0%	0.0%	0.0%
Mobile Home	0.0%	0.0%	4.7%	3.9%	1.9%
Other (Boat, RV, Van)	0.0%	0.0%	0.0%	0.0%	0.0%

Similarly, renters are most likely to occupy multi-unit structures in the downtown census tracts, while the rate of renter-occupied single family housing units is higher in the census tracts west and east of downtown. Put simply, renters in each census tract occupy the type of housing that is most available; downtown most units are in multi-family structures, outside of downtown most units are single-family homes.

Renter-Occupied Housing Units	Tract 251 West	Tract 252.01 Downtown West	Tract 252.02 Downtown East	Tract 253 East	Tract 254 Coast
Total	284	1,773	2,231	144	147
1 unit, detached	20.1%	10.8%	4.7%	69.4%	55.1%
1 unit, attached	0.0%	2.2%	0.0%	6.3%	0.0%
2 unit	25.4%	18.3%	28.1%	0.0%	15.0%
3 or 4 unit	12.0%	27.2%	35.0%	0.0%	8.2%
5 to 9 unit	37.3%	19.9%	17.3%	0.0%	0.0%
10 to 19 unit	5.3%	2.1%	2.6%	0.0%	0.0%
20 to 49 unit	0.0%	17.4%	2.8%	0.0%	7.5%
50 or more unit	0.0%	2.0%	7.0%	0.0%	14.3%
Mobile Home	0.0%	0.0%	2.5%	24.3%	0.0%
Other (Boat, RV, Van)	0.0%	0.0%	0.0%	0.0%	0.0%

Source: 2016 American Community Survey 5-Year Estimate

Age of Housing Stock

Biddeford's housing stock is old. As of 2016, almost half (44.4%) of all housing units were built in 1939 or earlier. The median year built here is 1946. This is 32 years older than in York County and 28 years older than in Maine. Nationally, the median year built was 1977 as of 2016.

Year Built	City of Biddeford		York County	State of Maine
	# of Units	% of Total	% of total	% of total
Built 1939 or earlier	4,378	44.4%	22.4%	24.9%
Built 1940 to 1949	895	9.1%	5.0%	4.9%
Built 1950 to 1959	632	6.4%	6.3%	7.3%
Built 1960 to 1969	686	7.0%	5.7%	7.3%
Built 1970 to 1979	1,049	10.6%	14.1%	14.2%
Built 1980 to 1989	833	8.4%	17.8%	14.7%
Built 1990 to 1999	579	5.9%	12.1%	12.2%
Built 2000 to 2009	589	6.0%	14.9%	13.0%
Built 2010 to 2013	210	2.1%	1.6%	1.4%
Built 2014 or later	9	0.1%	0.2%	0.2%
Total	9,860	100.0%	100.0%	100.0%
Median Year Built	1946		1978	1974

Not surprisingly, the oldest housing stock in Biddeford is in the downtown area. In both census tract 252.01 and 252.02 the median age of a housing unit was 77 years old. In the outlying three tracts, the median age is between 40 years old and 48 years old.

Year Built	Tract 251 West	Tract 252.01 Downtown West	Tract 252.02 Downtown East	Tract 253 East	Tract 254 Coast
Built 1939 or earlier	19.5%	65.7%	52.1%	19.0%	36.5%
Built 1940 to 1949	8.5%	6.1%	10.9%	5.6%	13.1%
Built 1950 to 1959	5.0%	4.3%	10.1%	2.3%	5.2%
Built 1960 to 1969	6.6%	7.9%	4.2%	12.0%	8.7%
Built 1970 to 1979	15.4%	4.9%	8.1%	25.1%	9.5%
Built 1980 to 1989	15.7%	2.9%	9.1%	9.0%	7.7%
Built 1990 to 1999	12.2%	0.9%	4.1%	12.5%	6.7%
Built 2000 to 2009	10.6%	3.5%	1.4%	13.8%	10.6%
Built 2010 to 2013	6.4%	3.8%	0.0%	0.0%	1.9%
Built 2014 or later	0.0%	0.0%	0.0%	0.8%	0.0%
Total	1,512	2,330	3,574	1,145	1,299
Median Year Built	1978	1939	1939	1974	1970

Source: 2016 American Community Survey 5-Year Estimate

Owner-occupied housing units in Biddeford are as old as all housing units here, with the same median year built of 1946.

Year Built Owner-Occupied	City of Biddeford		York County	State of Maine
	# of Units	% of Total	% of total	% of total
Built 1939 or earlier	1,036	26.5%	16.7%	21.2%
Built 1940 to 1949	361	9.2%	4.3%	4.3%
Built 1950 to 1959	374	9.6%	5.8%	7.1%
Built 1960 to 1969	329	8.4%	5.3%	6.9%
Built 1970 to 1979	576	14.7%	14.9%	14.3%
Built 1980 to 1989	432	11.0%	19.5%	15.1%
Built 1990 to 1999	397	10.1%	14.3%	13.9%
Built 2000 to 2009	343	8.8%	17.0%	15.2%
Built 2010 to 2013	57	1.5%	2.1%	1.6%
Built 2014 or later	9	26.5%	0.2%	0.3%
Total	3,914	100.0%	100.0%	100.0%
Median Year Built	1946		1978	1974

However, the owner-occupied housing units in Census Tract 252.01 is older still, with 1939 as the median year built. More than half of all owner-occupied housing in this tract was built in 1939 or earlier. The newest housing is found to the west of downtown in tract 251, where the median age of occupied housing was 39 years old.

Year Built Owner-Occupied	Tract 251 West	Tract 252.01 Downtown West	Tract 252.02 Downtown East	Tract 253 East	Tract 254 Coast
Built 1939 or earlier	16.4%	56.8%	36.5%	17.2%	20.4%
Built 1940 to 1949	6.9%	16.6%	12.2%	6.8%	6.8%
Built 1950 to 1959	6.6%	9.0%	23.9%	2.0%	5.1%
Built 1960 to 1969	4.8%	9.2%	5.2%	12.7%	14.0%
Built 1970 to 1979	16.8%	5.8%	7.2%	24.0%	14.5%
Built 1980 to 1989	16.9%	2.6%	9.9%	8.9%	11.5%
Built 1990 to 1999	16.0%	0.0%	1.6%	14.3%	13.8%
Built 2000 to 2009	11.8%	0.0%	3.6%	13.0%	11.3%
Built 2010 to 2013	3.9%	0.0%	0.0%	0.0%	2.6%
Built 2014 or later	0.0%	0.0%	0.0%	1.0%	0.0%
Total	1,152	465	892	935	470
Median Year Built	1979	1939	1951	1975	1973

Source: 2016 American Community Survey 5-Year Estimate

Renter-occupied housing across the city is seven years older than both own-occupied housing units and the total of all housing, both owner- and renter-occupied, with a median year built of 1939, which is 25 years older than in York County and 28 years older than in Maine.

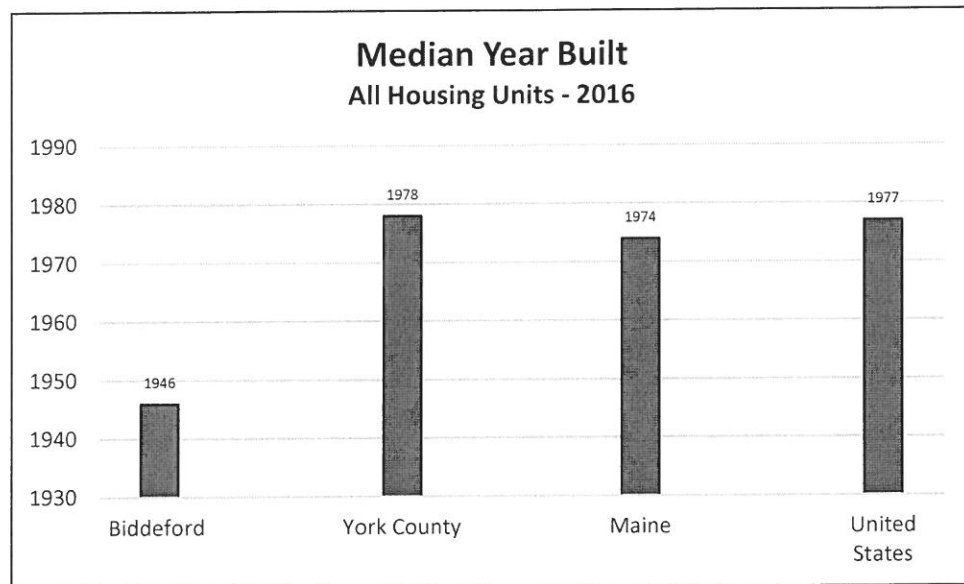
Year Built Renter-Occupied	City of Biddeford		York County	State of Maine
	Year Built	% of Total	% of total	% of total
Built 1939 or earlier	2,557	55.8%	36.0%	31.6%
Built 1940 to 1949	347	7.6%	5.8%	5.9%
Built 1950 to 1959	179	3.9%	5.7%	7.0%
Built 1960 to 1969	322	7.0%	6.0%	7.5%
Built 1970 to 1979	430	9.4%	15.0%	15.6%
Built 1980 to 1989	287	6.3%	12.7%	14.4%
Built 1990 to 1999	167	3.6%	6.5%	8.7%
Built 2000 to 2004	150	3.3%	10.5%	7.8%
Built 2005 or later	140	3.1%	1.5%	1.3%
Total	4,579	100.0%	100.0%	100.0%
Median Year Built	1939		1964	1967

Similar to owner-occupied housing, the oldest renter-occupied housing is in the downtown area. Renter-occupied housing units in both census tracts 252.01 and 252.02 have a median year built of 1939. The tracts just east and west of downtown are about three decades newer, but interestingly, the median year built for renter-occupied housing in the coastal tract was 1949 as of 2016, 24 years older than owner-occupied housing in the same tract.

Year Built Renter-Occupied	Tract 251 West	Tract 252.01 Downtown West	Tract 252.02 Downtown East	Tract 253 East	Tract 254 Coast
Built 1939 or earlier	27.8%	66.2%	54.8%	21.5%	34.7%
Built 1940 to 1949	0.0%	3.7%	11.4%	0.0%	17.7%
Built 1950 to 1959	0.0%	3.3%	5.1%	4.9%	0.0%
Built 1960 to 1969	15.8%	8.0%	4.7%	12.5%	8.2%
Built 1970 to 1979	14.1%	5.0%	10.1%	43.8%	8.8%
Built 1980 to 1989	15.1%	3.1%	7.2%	4.9%	15.0%
Built 1990 to 1999	0.0%	1.1%	5.9%	6.3%	4.8%
Built 2000 to 2004	8.8%	4.6%	0.8%	6.3%	10.9%
Built 2005 or later	18.3%	5.0%	0.0%	0.0%	0.0%
Built 1939 or earlier	0.0%	0.0%	0.0%	0.0%	0.0%
Total	284	1,773	2,231	144	147
Median Year Built	1975	1939	1939	1973	1949

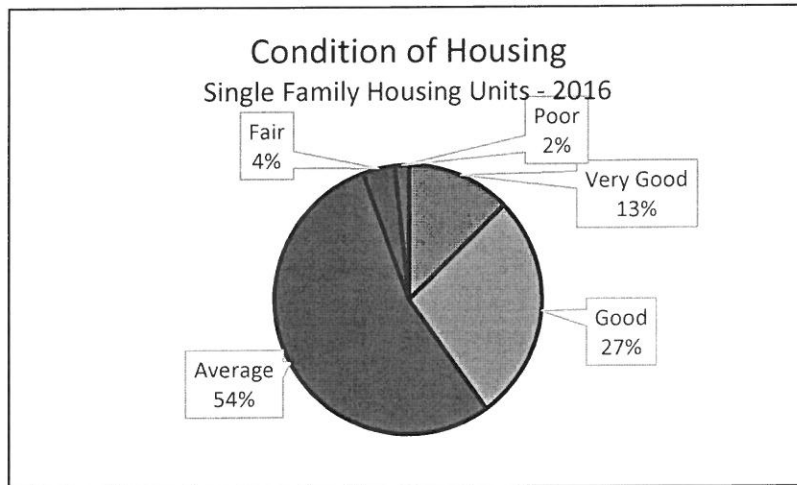
Source: 2016 American Community Survey 5-Year Estimate

The housing stock in Biddeford is decades older than in York County, the State of Maine, or the overall United States.

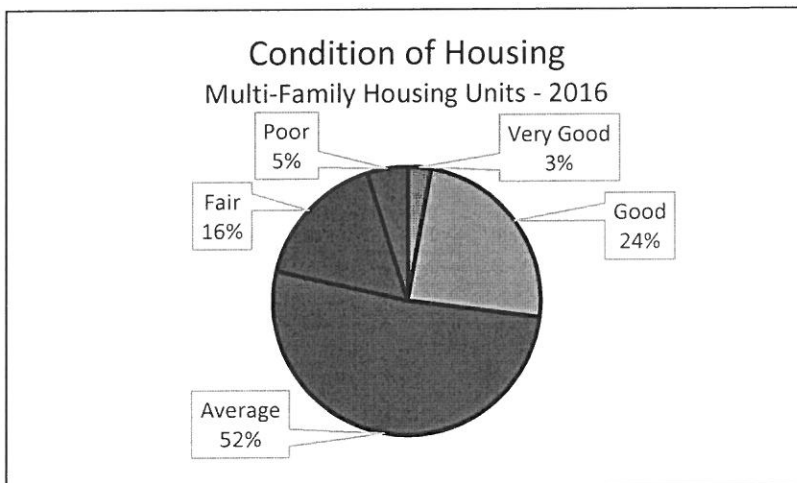


Condition of Housing Stock

Older housing like that in the City of Biddeford tends to have more problems with maintenance, energy efficiency, electrical and plumbing failures, and general deterioration. However, according to the Biddeford Assessing Department, 94% of single family housing units were in average or better condition.



Among multi-family structures, 79% were in average or better condition.



Source: Biddeford Assessing Department

Other indicators show that Biddeford has a lower rate of housing that lack complete plumbing, kitchen facilities or heat than in either York County or Maine.

Indicator	City of Biddeford		York County	State of Maine
	# of Units	% of Total	%	%
Lack complete plumbing	8	0.1%	0.3%	0.5%
Lack complete kitchen	34	0.3%	0.6%	0.7%
No Bedrooms	121	1.2%	1.7%	2.8%
No heat	33	0.3%	0.1%	0.2%

Source: 2016 American Community Survey 5-Year Estimate

Vacancy Rates

As of 2016, the overall vacancy rate in Biddeford was low compared to York County and the State of Maine. Here, 13.9% of all housing units were unoccupied, as compared to 23.0% in York County and 24.2% in Maine. However, despite being a coastal community, Biddeford has a far lower rate of seasonal housing than either York County or Maine, with seasonal rates of 6.2%, 17.4% and 15.6%, respectively. Fewer seasonal housing units will naturally be reflected in the overall vacancy rate in Biddeford.

As a sign of a strong housing market here in Biddeford, the homeowner vacancy rate was just 0.7% compared to 1.5% in York County and 2.0% in Maine. Rental vacancy rates were similarly low, Just 5.4% in Biddeford. In contrast, the rental vacancy rate was 6.8% in York County and 6.4% in Maine.

Vacancy Rates	City of Biddeford		York County		State of Maine	
	Total # of Units	%	Total # of Units	%	Total # of Units	%
Total Housing Units	9,860	100.0%	107,298	100.0%	727,127	100.0%
Seasonal Housing Units	615	6.2%	18,669	17.4%	124,523	15.6%
Year-round Housing Units	9,245	93.8%	88,629	82.6%	602,604	84.4%
Homeowner Vacancy Rate	---	0.7%	----	1.5%	----	2.0%
Rental Vacancy Rate	---	5.4%	----	6.8%	----	6.4%
Total Vacant	1,367	100.0%	24,710	100.0%	176,018	100.0%
Vacant for Sale	27	2.0%	919	3.7%	7,904	4.5%
Vacant for Rent	260	19.0%	1,622	6.6%	10,869	6.2%
Rented or Sold, Not Occupied	45	3.3%	292	1.2%	4,426	2.5%
For Seasonal Use	615	45.0%	18,669	75.6%	124,523	70.7%
For Migrant Workers	0	0.0%	19	0.1%	261	0.1%
Other Vacant	420	30.7%	3,189	12.9%	28,035	15.9%

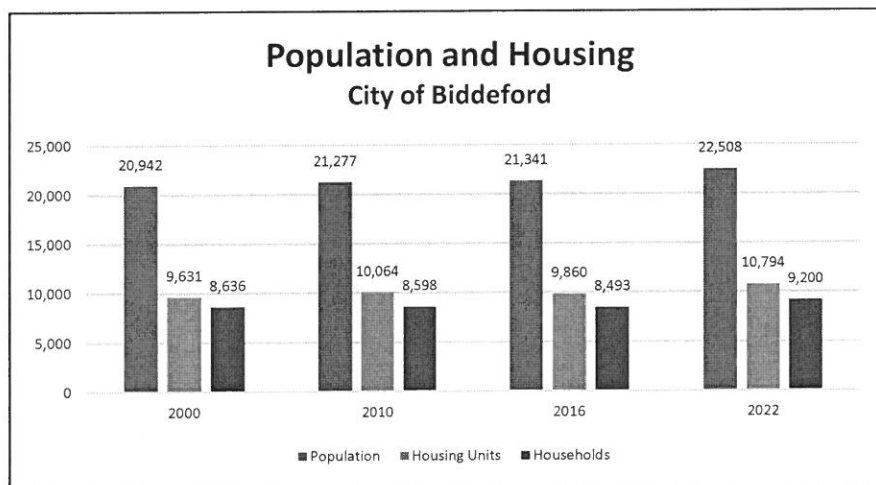
Source: 2016 American Community Survey 5-Year Estimate

Housing Demand

The population of Biddeford has increased just 1.9% from 2000 to 2016. During that period of time the overall number of housing units in Biddeford has grown faster than the population, by a rate of 2.3%. While the population is projected to grow faster by 2022, the projected number of new housing units will be great enough to meet the higher demand, other things being equal.

City of Biddeford			Estimate	Projection	% Change		
	2000	2010	2016	2022	'00 – '10	'10 – '16	'16 – '22
Population	20,942	21,277	21,341	22,508	+ 1.6%	+ 0.3%	+ 5.5%
Housing Units	9,631	10,064	9,860	10,794	+ 4.5%	- 2.0%	+ 9.5%
Households	8,636	8,598	8,493	9,200	- 0.4%	-1.2%	+ 8.3%
Avg. HH Size	2.32	2.30	2.36	2.28	- 0.9%	+ 2.6%	-3.4%

Also, the number of households (occupied housing units) has fallen 1.7% from 2000 to 2016 reducing demand for both existing and new housing units. However, by 2022 a 5.5% projected increase in population, a projected increase of households and a falling average household size may drive demand for housing. **While the supply of housing is now sufficient to meet demand, changing demographics in the coming decade, may put new pressure on demand for housing.**



Source: 2000 Decennial Census

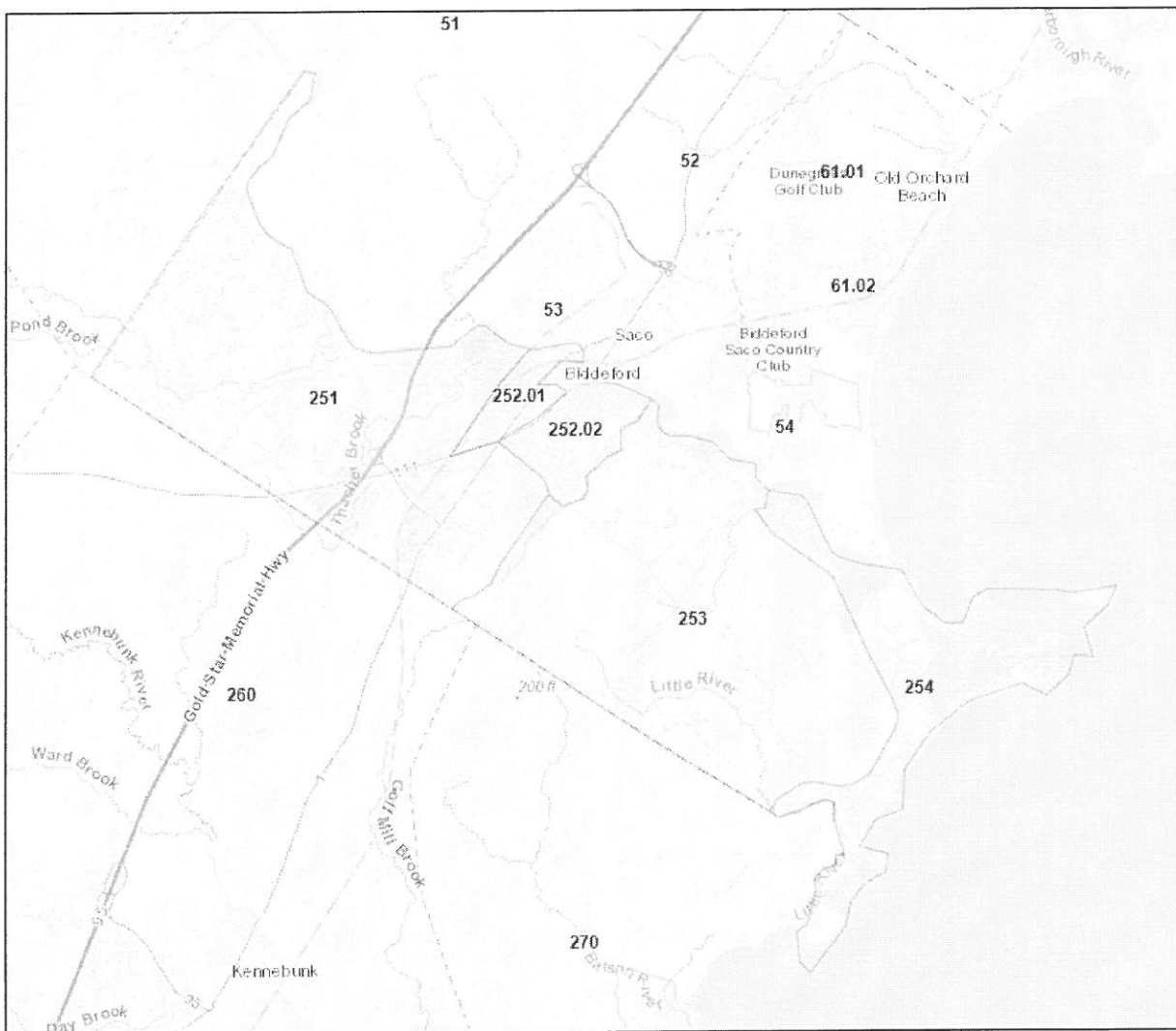
2010 Decennial Census

Source: U.S. Census Bureau, 2016 American Community Survey 5-Year Estimate.

ESRI

Demand in Census Tracts

Growth will not take place evenly across the five census tracts in Biddeford. In Census Tracts 251, 252.01, and 253, population is expected to grow by less than 10% by 2022. The population of census tract 252.02 is expected to fall by almost 4%. But the population change in census tract 252.02 may be greater than these projections indicate. This census tract comprises Biddeford's Mill District, the area of the city with about 20 former mill buildings where rapid growth over the past five years has taken place. While projections indicate the number of housing units will fall here by 0.6%, almost 250 new housing units have been added since 2010 and an additional 230 will open by 2020. Because of the density of buildings in this area of the city, it will likely be the driver of population increases over the next decade. In the coastal census tract 254, population is projected to grow by more than 21% by 2022. **These two areas of Biddeford will likely see the greatest increases in population in the coming years: the urban core and the coastal region.**



Source: U.S. Census Bureau, 2016 American Community Survey 5-Year Estimate.

Census Tract 251			Estimate	Projection	% Change		
	2000	2010	2016	2022	'00 – '10	'10 – '16	'16 – '22
Population	3,577	3,800	3,589	3,915	+ 6.2%	-5.6%	+9.1%
Housing Units	1,380	1,585	1,512	1,658	+ 14.9%	-4.6%	+9.7%
Households	1,334	1,477	1,436	1,545	+10.7%	-2.8%	+7.6%
Avg. HH Size	2.67	2.57	2.49	2.53	-3.7%	-3.1%	+1.6%

Census Tract 252.01			Estimate	Projection	% Change		
	2000	2010	2016	2022	'00 – '10	'10 – '16	'16 – '22
Population	5,930	5,123	5,001	5,446	-13.6%	-2.4%	+ 8.9%
Housing Units	2,847	2,532	2,330	2,445	-11.1%	-7.9%	+ 4.9%
Households	2,689	2,319	2,238	2,487	-13.8%	-3.5%	+ 11.1%
Avg. HH Size	2.11	2.10	2.18	2.08	-0.5%	3.8%	-4.6%

Census Tract 252.02			Estimate	Projection	% Change		
	2000	2010	2016	2022	'00 – '10	'10 – '16	'16 – '22
Population	6,835	6,966	7,679	7,378	1.9%	10.2%	-3.9%
Housing Units	3,151	3,478	3,574	3,553	+ 10.4%	+ 2.8%	-0.6%
Households	2990	3,068	3,123	3,280	2.6%	1.8%	+ 5.0%
Avg. HH Size	2.28	2.27	2.45	2.25	-0.4%	7.9%	+ 8.2%

Source: 2000 Decennial Census
2010 Decennial Census
U.S. Census Bureau, 2016 American Community Survey 5-Year Estimate.
ESRI

Census Tract 253			Estimate	Projection	% Change		
	2000	2010	2016	2022	'00 – '10	'10 – '16	'16 – '22
Population	2,737	2,934	2,917	3,141	7.2%	-0.6%	+ 7.7%
Housing Units	996	1,181	1,145	1,287	+ 18.6%	-3..0%	+ 12.4%
Households	959	1,113	1,079	1,209	16.1%	-3.1%	+12.0%
Avg. HH Size	2.64	2.51	2.55	2.48	-4.9%	1.6%	-2.7%

Census Tract 254			Estimate	Projection	% Change		
	2000	2010	2016	2022	'00 – '10	'10 – '16	'16 – '22
Population	1,863	2,454	2,155	2,628	+ 3.12%	+ 1.2%	+ 21.9%
Housing Units	1,257	1,288	1,299	1,408	+2.5%	+ 0.9%	+ 8.4%
Households	664	621	617	679	-6.5%	-0.6%	+ 10.0%
Avg. HH Size	2.20	2.21	1.98	2.22	0.5%	-10.4%	+12.1%

Source: 2000 Decennial Census
2010 Decennial Census
2016 American Community Survey 5-Year Estimate.
ESRI

Affordability

According to data provided by Maine Housing Authority for 2017, housing in Biddeford is among the least affordable in York County.

Homeowner Affordability Index

The Affordability Index compares the median income in a community to the income needed to afford the median home price in that community. For all of York County, the median income is 83% of the income needed to afford the median home price. In Biddeford, median income is just 65% of that needed to afford the median home price, which in 2017 was \$234,900. A household with the median income here can afford a home priced at \$151,780, and the income needed to afford the median home price is \$71,752. In York County, Ogunquit is the least affordable community and Waterboro is the most affordable. Alfred's index is the median, at 0.90.

	Index	Median Home Price	Median Income	Income Needed to Afford Median Home Price	Home Price Affordable to Median Income
York County	0.83	\$255,000	\$60,328	\$72,440	\$212,364
Ogunquit (least affordable)	0.41	\$580,000	\$62,829	\$152,482	\$238,984
Biddeford	0.65	\$234,900	\$46,362	\$71,752	\$151,780
Cornish (median)	0.90	\$160,750	\$40,962	\$45,634	\$144,292
Waterboro (most affordable)	1.24	\$183,000	\$64,427	\$51,954	\$226,935

Households Unable to Afford Median Home

The portion of a community's households unable to afford the median-price home is another measure of home affordability. In Biddeford, almost three-quarters of households do not have the income to afford the median-priced home. In York County, only Kittery, Old Orchard Beach, and Wells have a greater percentage of households unable to afford a median priced home. In Saco, Biddeford's neighboring community, 67.8% of households are unable to afford the median priced home, making it just somewhat more affordable. By this measure, Waterboro is again the most affordable in York County.

	Households Unable to Afford Median Home		Total Households	Median Home Price	Income Needed to Afford Median Home	
	Percent	Number			Annual	Hourly
York County	61.9	52,189	84,322	\$255,000	\$72,440	\$34.83
Wells (least affordable)	76.1	3,340	4,389	\$339,000	\$91,399	\$43.94
Biddeford	71.1%	6,153	8,653	\$234,900	\$71,752	\$34.50
Lyman (median)	59.2%	1,036	1,751	\$242,500	\$67,503	\$32.45
Waterboro (most affordable)	37.9%	1,128	2,975	\$183,000	\$51,954	\$24.98

Rental Affordability Index

Of the 12 towns or cities in York County examined by Maine Housing Authority for rental affordability, Biddeford is the least affordable. Median Income for rental households lags behind that needed to afford the average 2 bedroom rent. Here, the renter household median income is just 77% that needed to afford the average 2 bedroom rent. Looked at another way, the renter household median income is \$9,283 less per year than the income needed to afford the average 2 bedroom rent.

	Index	Average 2 Bdrm Rent w/Utilities	Renter Household Median Income	Income Needed to Afford Average 2 Bdrm Rent	2 Bdrm Rent Affordable to Median Income
York County	0.95	\$947	\$35,834	\$37,890	\$896
Biddeford (least affordable)	0.77	\$1,009	\$31,067	\$40,350	\$777
Median	1.05	\$1,090	\$45,907	\$43,585	\$1,148
North Berwick (most affordable)	1.48	\$864	\$51,135	\$34,560	\$1,278

In terms of households, 61.5%, or 2,688, of Biddeford's rental households are unable to afford the average 2 bedroom housing unit. The average rent for a 2 bedroom unit is among the highest in York County, but Biddeford's rental household median income is among the lowest, reinforcing Biddeford's place as unaffordable in the housing market. North Berwick is the most affordable community in York County to rent housing.

	Households Unable to Afford Average 2 Bdrm Rent		Total Renter Households	Average 2 Bdrm Rent (w/ Utilities)	Income Needed to Afford Average 2 Bdrm Rent	
	Percent	Number			Annual	Hourly
York County	52.1%	11,586	22,256	\$947	\$37,890	\$18.22
Biddeford (least affordable)	61.5%	2,688	4,371	\$1,009	\$40,350	\$19.40
Median	47.7%	418	876	\$929	\$37,170	\$17.87
North Berwick (most affordable)	36.7%	131	357	\$864	\$34,560	\$16.62

Whether considering homeownership or simply renting an apartment, housing in Biddeford is demonstrably less affordable than other communities in York County.

Overview of Affordable and Subsidized Housing

Biddeford has many affordable and/or subsidized rental housing units, however, the available supply falls short of strong demand.

Housing - Subsidized Units, 2013	Biddeford	York County	Maine
Disabled Units	80	146	1,097
Family Units	287	1,313	12,015
Housing Choice Vouchers	360	1,278	9,778
Senior Units	314	1,832	15,234
Special Needs Units	19	193	1,202
Total	1,060	4,762	39,326

Supply of Affordable and Subsidized Housing

Housing Complex	Population	Management	No. of Units	Wait list Aug 2015
Alfred Street	Elderly & disabled	Phoenix Management	20 subsidized	1 bdrm -15 2 bdrm-16
Avignon Apts.	Families	York County Shelters	8 subsidized	n/a
Emery School Apts.	Elderly (55 or older)	Avesta Housing	24 1 Bdrm: \$598 - \$727 2 Bdrm: \$718 - \$873	1 bdrm-29 2 bdrm-10
Five Graham Street	Elderly (62 or older)	Avesta Housing	35 subsidized Rent based on 30% of household adjusted income	1 bdrm-37
Forest Green Apts.	Families	Phoenix Management	40 subsidized	2 bdrm-12 3 bdrm-20 4 bdrm-7
Hill Street Terrace	Families	Avesta Housing	12 subsidized Rent based on 30% of household adjusted income	2 bdrm-66
Ledgewood Apts.	Elderly (62 and over) & disabled	Christopher Cimino	60	25
Pierson Lane	Families	Phoenix Management	68 subsidized	2 bdrm-12 3 bdrm-19
Presidential Apts.	Elderly & disabled	Phoenix Management	45 subsidized	1 bdrm-20 2 bdrm-2

Housing Complex	Population	Management	No. of Units	Wait list Aug 2015
Prospect Manor	Elderly & disabled	Mack Brothers	50 subsidized	20
Riverbend Apts.	Families	Realty Resources	28 \$365.00 – \$906.00 / Rent Based on Income Limits	n/a
St. Andre's Apts.	Elderly & disabled	Diocesan Bureau of Housing	35 subsidized	n/a
Summer Block	Elderly, disabled; families	Phoenix Management	32 subsidized	1 bdrm-15 2 bdrm-15
The Mill at Saco Falls	Families	Saco Falls Management	40 Rent based on 30% of household adjusted income	1 bdrm-16 2 bdrm-6 3 bdrm-3
The Lofts at Saco Falls	Families	Saco Falls Management	70 Rent based on 30% of household adjusted income	

The waiting list for those properties listed above that were able to supply data appears substantial, and indicates that significant unmet demand for affordable housing in Biddeford exists. It must be noted, however, that some portion of those households which appear on these waiting lists may have found other accommodations since placing his or her name on that list. Therefore, the absolute number of affordable units in demand may be somewhat smaller than the list here suggests. Also, although some management companies, e.g. Avesta Housing, pre-qualify households before placing them on a waiting list; others do not. Some households on a waiting list will not meet income restrictions and will be disqualified once he or she is verified for an available unit. This population may remain in need of affordable housing. Anecdotally, the length of time a household may wait for an open unit can be as long as two to three years, based on comments made by property management companies.

Impediments

Housing demand

Population is expected to increase by 5.5% from 2016 to 2022. This level of growth has not been experienced in Biddeford within such a short period of time since the mid-twentieth century. While there are hundreds of new housing units planned for Biddeford's Mill District for the next 24 to 36 months, a low household size (2.37) means supply may not meet demand in the coming decade. Anecdotally, housing in the Portland, Maine area is growing costlier and many households are being driven south to the Saco/Biddeford area by unaffordability. This trend will only drive demand for housing here.

Age of housing stock

The median age of housing units especially for rental housing units in census tracts 252.01 and 252.02, here in Biddeford is quite old. With housing of this age comes inevitable inconsistencies between current building codes and conditions of housing units. Biddeford Code Enforcement Office is conducting inspections of downtown multi-family housing units during 2017 and 2018 for violations of Life Safety codes. However, with housing stock of this age, not all housing units can meet modern building codes.

Condition of Housing Stock

Condition of housing in Biddeford is good, particularly for owner-occupied units. Still, fully 21% of renter-occupied units are in only fair or poor condition, according to Biddeford Assessing Department. This means a large portion of the rental stock is sub-par and likely in need of some repair.

Affordability

Supply and demand of good housing will likely drive housing costs higher in Biddeford over the next five or more years. Biddeford is a coastal community, and in the Biddeford Pool area of the city and along its lengthy beaches, even modest homes are well beyond median priced. Rental units in the downtown area of the city, once seen as among the most affordable in Southern Maine are no longer easily attained by lower income households. Indeed, the waiting list maintained by many communities for affordable and subsidized housing units is a marker that many households are priced out of the market-rate rental market.

Goals, Objectives and Actions

Goal

Provide an adequate supply of decent housing in Biddeford.

Objective 1: Increase the supply of safe and adequate affordable housing for low- to moderate-income persons.

Actions: 1. Consider revisions to the City's zoning and land use standards that would provide incentives, e.g. density bonuses, for the development of affordable housing.

Timeline: Year 1

Milestone: A new ordinance is now being developed by the Planning Department that will allow density bonuses in zone MSRD-2 allowing for 1 residential unit for every six-hundred and fifty square feet of existing living space when a property is proposed for redevelopment/renovation and currently at or below the established fiscal year quality grade rating according to the City Assessor's records. The property would need to be redeveloped/renovated in such a manner as to bring the quality grade rating above the established median.

2. In partnership with other public/private parties, explore the adaptive re-use and redevelopment of non-residential properties, e.g. mills and churches, into affordable and sheltered housing.

Timeline Years 1 through 5

Milestone: The City will continue to provide funding for a housing program with the Biddeford Housing Authority that will seek to purchase and rehabilitate various non-residential buildings into affordable and sheltered housing when available.

Objective 2: Preserve and upgrade the city's housing stock serving low- to moderate-income persons.

Actions: 1. Consider establishment of low interest loan programs to help finance the rehabilitation of the City's downtown housing stock.

Timeline: Year 1

Milestone: Establishment of a Business Assistance Program for the downtown for slum and blight which will address safety and health issues and encourage new investment in housing in the downtown.

2. Undertake a systematic and concentrated program of code enforcement to ensure life safety standards are met and to prevent blighting influences on neighborhoods.

Timeline: Years 1 through 5

Milestone: Continue to enforce the Disorderly Housing Ordinance so that Code Enforcement continues to be included in the eliminating of blighted buildings and unsafe living conditions.

3. Encourage participation by landlords in the Biddeford Landlords Association and encourage partnerships that provide resources for both landlords and tenants.

Timeline: Years 1 through 5

Milestones: Revitalization of the Biddeford Landlords Association by the Biddeford Housing Authority, and assistance/resources with building issues through the Biddeford Neighborhood Planning Committee and established neighborhoods.

Objective 3: Increase opportunities for homeownership for low and moderate income persons.

Actions: 1. Consider a partnership with other public/private organizations to pool resources to help finance home ownership, e.g. down payments, loan assistance, mortgage interest rate write-downs, and other financing mechanisms.

Timeline: Years 1 and 2

Milestones: Provide for a program with the Biddeford Housing Authority to provide low to moderate potential homebuyers with a grant program for gap financing to purchase a multiunit building (2 to 4 units) where they must reside.

Description of Vulnerability to Natural Hazard Risks and Broadband Needs

Natural Hazard Risks

Biddeford participates in several preparedness plans in the event of natural hazards. The City's Code Enforcement Office is tasked with being a part of and implementing the York County, Maine Hazard Mitigation Plan. The City also has its own internal action plan for documenting and responding to natural hazards. The two most probable natural hazards are flooding from the Saco River and ice storms. In the case of the Saco River, there are two potential scenarios that would lead to flooding. One, if the river were to become over full from rain runoff, and two, if the dam in Dayton would breach or break. In both cases, the two low to moderate-income Census tracts 252.01 and 252.02 would be affected to some degree since they are situated along the river. A small section of Census tract 252-01 is a small connected island off of Diamond Street. This island would be under 6 feet of water if the dam breached or broke. There is a total of 26 minutes to evacuate. Rescue and evacuation plans are in place to meet this deadline. When the river swells due to excessive rainfall, the City's Code Office monitors the rising waters and keeps citizens informed. If there was a dam breach, the downtown would see minor flooding but sections of the mill district would flood. In regards to ice storms, the City has two warming shelters with generators at the Biddeford Middle School and High School. There is also the Saco Regional Shelter on Franklin Street in Saco, which is the old Armory.

Action: Continue to monitor for potential flooding and keep public projects cited in mitigation plans moving forward that improve access to these areas and help prevent flooding.

Broadband Needs

It is estimated in Biddeford that 10 percent or less of residents are part of broadband or fiber optic lines. Most of Biddeford is on DSL lines or copper lines that are much slower and that need constant upgrading. In addition, the further away from the main infrastructure of these lines the slower the speed. The broadband infrastructure is currently predominantly scattered throughout the downtown. Broadband access is crucial to attracting businesses who rely on high speed Internet. For the City, emergency and other services rely on broadband as well. For residents, the access to broadband is necessary for school and work, as well as other needs. The lack of broadband access is not the only challenge facing Biddeford residents. A number of low to moderate-income households lack even DSL Internet. To help address this The Seeds of Hope Neighborhood Center provides a program called Biddeford OpenNet that provides unlimited access to wireless Internet to 225 households who are low income. In addition, the consultation with GWI.Net, a telecommunications company, stated that a core detriment to the City moving forward with support and use of broadband was due to the need for more technological literacy for Biddeford residents.

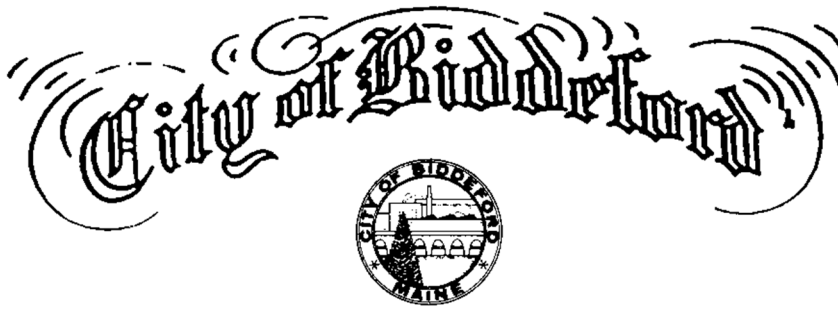
Action: Continue to support the expansion of broadband availability in Biddeford.

Action: Continue to support the Seeds of Hope and the expansion of wireless Internet to additional low-income households.

Conclusion

The housing market in Biddeford is changing as demographic shifts here and throughout the Portland Maine Metropolitan Statistical Area place new demands on existing housing. The most important concern facing Biddeford now is increasing unaffordability of clean, decent housing for both renters and owners. Low-income households especially face challenges finding and keeping safe, affordable housing. The existing supply of affordable and subsidized housing here is now longer adequate, given strong demand for such housing units.

However, Biddeford officials are working to achieve the overarching goal of the U.S. Department of housing and Urban Development: to provide an adequate supply of decent housing in Biddeford. This goal will be accomplished by encouraging public/private partnerships to re-purpose other building types into housing, and delivering creative financing options that allow low- to moderate-income households to become first-time homebuyers. With focused attention to the goal and objectives outlined here, Biddeford's housing market will be better balanced over the coming five to ten years.



2018.44

IN BOARD OF CITY COUNCIL..MAY 15, 2018

BE IT ORDAINED by the City Council of Biddeford, Maine to amend the Code of Ordinances of the City of Biddeford as follows:

Biddeford Code of Ordinances Part III (Land Development Regulations), Article XIV (Shoreland Zoning):

Section 15. Land Use Standards.

B. Principal and Accessory Structures.

1. All new principal and accessory structures shall be set back at least 100 feet, horizontal distance from the normal high-water line of great ponds classified GPA and rivers that flow to great ponds classified GPA, and 100 feet, horizontal distance, from the normal high-water line of other water bodies, tributary streams, or the upland edge of a wetland, except that in the General Development District the setback from the normal high-water line of the wetland shall be at least 25 feet, horizontal distance, ~~and~~ in the Commercial Fisheries/Maritime Activities District there shall be no minimum setback, and the setback for structures from the normal high-water line of the wetland shall be at least 75 feet, horizontal distance, in that portion of the Institutional (IN) Zone subject to the Limited Residential (LR) Shoreland District described as follows:-

A certain lot or parcel of land situated on the easterly side of Hills Beach Road, in the City of Biddeford, County of York, State of Maine, and being more specifically bounded and described as follows:

BEGINNING at a point marking the northerly end of the property line between Map 52 Lot 4 and Map 51 Lot 13 as shown on City of Biddeford Official Tax Map 52, revision April 1, 2017;

THENCE: southerly along said property line between Map 52 Lot 4 and Map 51 Lot 13 as shown on City of Biddeford Official Tax Map 52, revision April 1, 2017, a distance of 282 feet more or less to the

intersection of said property line with the city of Biddeford Limited Residential (LR) zone boundary;

THENCE: easterly along said LR zone boundary a distance of 1035 feet more or less to a point;

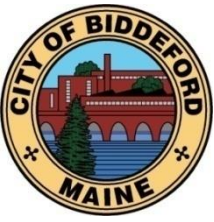
THENCE: northeasterly 280 feet more or less to a point on the upland edge of the coastal wetland adjacent to the Saco River.

Meaning and intending to encompass a portion of Lot 4, as shown on City of Biddeford Official Tax Map 52.

Within that portion of the Institutional (IN) Zone subject to a Shoreland Zoning District, existing buildings, structures, and roads may be maintained, modified, or replaced but no new buildings shall be built or located and no existing buildings shall be enlarged (including the replacement of existing buildings) except as follows: The existing buildings and roads may be modified to the extent necessary to meet the requirements of applicable local, state, or federal codes or regulations, the existing sewage treatment plant may be expanded or replaced, and the existing Marine Science Center may be expanded through the construction of one additional building, provided that such changes meet all shoreland requirements and the performance standards of Article XIV.

Biddeford Code of Ordinances Part III (Land Development Regulations), Article V Establishment of Zones), Table A (Table of Land Uses), Note 20:

20. Within that portion of the ~~i~~Institutional (IN) ~~z~~Zone subject to ~~at~~the Shoreland Zoning District ~~shoreland zoning provisions of the Shoreland Protection Zone~~, existing buildings, structures, and roads may be maintained, modified, or replaced but no new buildings shall be built or located and no existing buildings shall be enlarged (including the replacement of existing buildings) except as follows: The existing buildings and roads may be modified to the extent necessary to meet the requirements of applicable local, state, or federal codes or regulations, the existing sewage treatment plant may be expanded or replaced, and the existing Marine Science Center may be expanded through the construction of one additional building, provided that such changes meet all shoreland requirements and the performance standards of Article XIV.



CITY OF BIDDEFORD

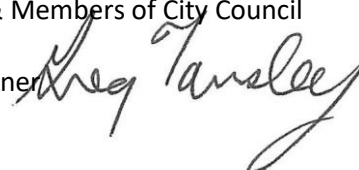
PLANNING DEPARTMENT

Greg D. Tansley, AICP
205 Main Street
PO Box 586
Biddeford, ME 04005
(207) 284-9115

Greg.Tansley@Biddefordmaine.org

MEMORANDUM

To: Mayor Casavant
Council President McCurry & Members of City Council

From: Greg Tansley, AICP, City Planner 

Date: May 4, 2018

Re: **University of New England (UNE) Requested** Proposed Amendments related to Shoreland Zoning and the Limited Residential (LR) Shoreland Zoning District

The University of New England originally submitted a request for a Shoreland Zoning modification for their property along the Saco River in December 2017. After several Public Hearings at the Planning Board, regarding several different versions of an amendment, the Planning Board on May 2, 2018 voted to forward the attached amendment to the City Council with a recommendation that it pass.

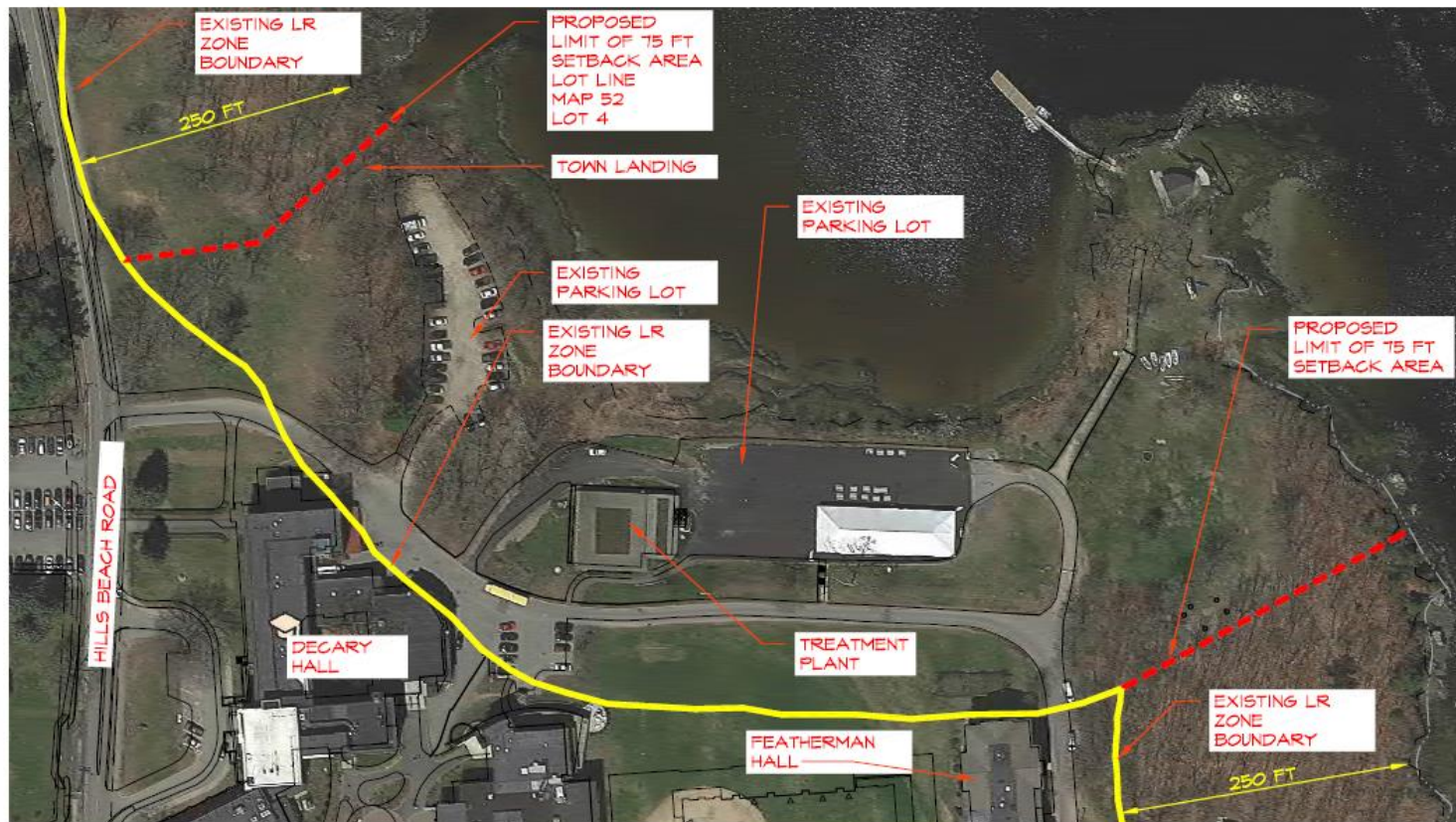
The proposed amendment would create a small portion of UNE's waterfront as reduced structure setback area of 75' rather than 100'. This portion of the campus is roughly between Town Landing and Featherman Hall and encompasses much of the campus that has already been developed/alterd. A map is provided that depicts this area which would have the reduced setback. This area is roughly what is depicted on the overall Waterfront Activities Master Plan developed by the UNE (attached as well for your information).

The amendment also incorporates the language in the general zoning ordinance known as "Note 20" into the Shoreland Zoning Ordinance for that portion of the Institutional (IN) Zone subject to Shoreland Zoning. This language limits new buildings in the Shoreland Zoning areas of UNE.

The Planning Board held the Public Hearing on May 2, 2018 and unanimously voted 4-0 to recommend the Ordinance Amendments (attached) pass at the City Council.

Please let me know if you have any questions.

Cc: J. Bennett, City Manager
M. Eddy, Economic Development Director
A. Thibeault, UNE
File



GRAPHIC SCALE

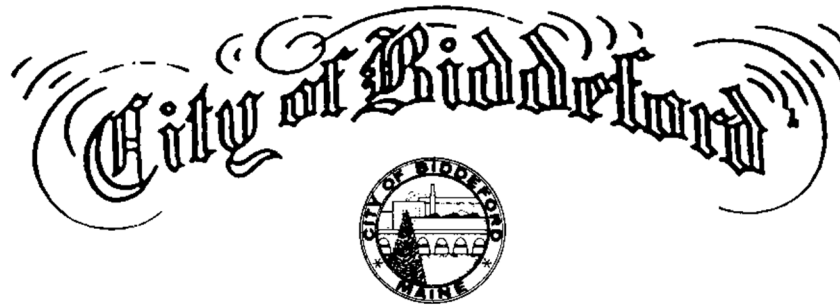


(IN FEET)
1 inch = 100 ft.



UNIVERSITY OF NEW ENGLAND
11 HILLS BEACH ROAD
PROPOSED ZONING AMENDMENT
APRIL 13, 2018





2018.45

IN BOARD OF CITY COUNCIL..MAY 15, 2018

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 2, Administration, Article V, Finance, **Division 5. Unrestricted Fund Balance Policy** be amended by adding and deleting the attached language:

NOTE: The Finance Committee reviewed this item at their April 17, 2018 meeting and voted 3/1 to send to full Council for consideration.

Chapter 2. Administration

ARTICLE V. FINANCE

DIVISION 5. ~~UNRESTRICTED-UNASSIGNED~~ FUND BALANCE POLICY

[Ord. of 2-16-1999(1); Ord. No. 2000.91, 10-26-2000; amended 4-1-2014 by Ord. No. 2014.24]

Sec. 2-371. Purpose.

The purpose of this policy is to establish and provide for the sound financial management of the City's ~~unrestricted-unassigned~~ general fund balances. Establishing a minimum, adequate level for the ~~unrestricted-unassigned~~ general fund balance can provide the City the ability to meet financial uncertainties arising from declining real estate values or the loss of a major tax base, changes in spending requirements that may be imposed by the federal or state governments, by natural disasters or infrastructure failure, or by litigation. Maintaining an adequate level in the ~~unrestricted-unassigned~~ general fund balance is important to the stability of the City's financial management, especially towards contributing to adequate operating cash where all liabilities are recognized. Finally, an adequate general fund balance contributes to higher bond credit ratings, which offers the potential for lower interest costs on long-term financings.

~~Unrestricted-Unassigned~~ general fund balances above and beyond a twelve-and-one-half-percent level could then aid the City in meeting future capital project needs by setting aside funds assigned to a specific future use and which are otherwise not available for appropriation or expenditure unless the capital project is completed or canceled. The stated goal of maintaining an ~~unrestricted-unassigned~~ fund balance of 12 1/2% of the total operating budget as defined in this Division shall not be construed to require an appropriation to ~~unrestricted-unassigned~~ fund balance to meet the stated goal, unless said appropriation is the intent of the City Council and further shall not be construed to limit the City Council in approving an appropriation from ~~unrestricted-unassigned~~ fund balance in order to meet an emergency.

Sec. 2-372. Definitions.

As used in this Division, the following terms shall have the meanings indicated:

A. "Fund balance" is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

B. Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance for the general fund are defined as follows.

(1) **Nonspendable** Fund Balance: resources which cannot be spent because they are either a) not in spendable form or b) legally or contractually required to be maintained intact.

(2) **Restricted** Fund Balance: resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.

(3) **Committed** Fund Balance: resources which are subject to limitations the government imposes upon itself at its highest level of decision making, and that remain binding unless removed in the same manner.

(4) **Assigned** Fund Balance: resources neither restricted nor committed for which a government has a stated intended use as established by the City Council, or body or official to which the City Council has delegated the authority to assign amounts for specific purposes.

(5) **Unassigned** Fund Balance: resources which cannot be properly classified in one of the other four categories. The general fund should be the only fund that reports a positive unassigned fund balance amount.

C. The committed, assigned, and unassigned classifications are often referred to, in the aggregate, as the unrestricted fund balance.

ASSIGNED FUND BALANCE

~~Shall include the total of the amounts reported as either "restricted education," "committed" or "assigned fund balance" in the CAFR. As used in this context, it includes excess reserves and unexpended appropriations for education from prior years that must be used for education purposes, as well as unexpended appropriations for capital projects from previous years which have been carried forward through City Council approval.~~

UNASSIGNED FUND BALANCE

~~Shall include only the amount of unassigned fund balance in the General Fund as reported in the CAFR.~~

UNRESTRICTED FUND BALANCE

~~The general fund balance is the difference between general fund assets and general fund liabilities. For the purposes of this Division, unrestricted general fund balance shall include the amounts reported as "unassigned fund balance," "assigned fund balance," "committed fund balance" and "restricted fund balance education" in the City's Comprehensive Annual Financial Report (CAFR) and excludes the types of nonspendable and restricted fund balances for purposes other than education. The unrestricted fund balance, as reported annually in the CAFR, represents potentially supplemental financial resources to the City, which are available for subsequent expenditures and as working capital. These are funds that have generally accrued through receipt of revenues in excess of those anticipated within a fiscal year or through annual operating appropriations that have not been expended.~~

Sec. 2-373. ~~Unrestricted Unassigned~~ fund balance.

(a)

Use. The City's unassigned fund balance represents those funds held in reserve to cover unexpected expenditure needs and emergencies, revenue shortfalls and seasonal cash flow variations. The City Council has determined that maintenance of an adequate fund balance is essential to the financial health and security of the City of Biddeford. ~~Unrestricted fund balance serves a number of stabilizing purposes. It represents a savings account or rainy day fund, which is available for unforeseen emergencies (subject to the regulations of the State Department of Education), provides a cash flow cushion to~~

~~offset the need for borrowing in anticipation of tax receipts, and provides evidence to the City's bond holders and bond rating agencies of financial stability and credit worthiness.~~

(b)

Goal. It is the goal of the City to maintain an unrestricted-unassigned fund balance approximating 12 1/2% of operating expenditures. Annually, prior to the first reading of the City's appropriation resolves for adoption of the general fund operating budget, the City Manager shall prepare and distribute to the City Council an estimate of the change to the general fund's unrestricted-unassigned fund balance expected at the closing of the fiscal year. This will be updated prior to the second reading of the appropriation resolves. An appropriation from unassigned fund balance for City expenditures when said balance is less than 10% of operating expenditures shall be avoided except during a most dire emergency. An appropriation from unassigned fund balance for City expenditures when said balance is greater than 15% of operating expenditures shall be proposed to the Budget Committee by the Manager prior to the completion of the Budget Committee's deliberations. An appropriation from unassigned fund balance for City expenditures when said balance is greater than 10% but less than 15% of operating expenditures may be proposed to the Budget Committee by the Manager. Any appropriation proposed from unassigned fund balance should be used for a capital project, capital equipment purchase, or infrastructure improvements, and it may be used to offset an increase in property taxes, with Budget Committee City Council approval, but shall require a six (6) person super majority vote. Funds cannot be spent or moved without a vote and approval of the City Council.

(c)

Computation of unassigned fund balance percentage. ~~On an annual basis, as part of the preparation of the CAFR, the Finance Director shall calculate the percentage of general fund expenditures less debt service (City and school) represented by unrestricted fund balance.~~ This shall be calculated as follows:

General fund budgeted total expenditures/~~uses~~ shall be taken from the ~~statement-schedule~~ of revenues ~~and~~ expenditures, ~~and changes in fund balance, budget and actual, and total debt service expenditures, City and school, shall be deducted. To this amount, the total uses from other financing sources (uses) shall be added to provide adjusted total general fund expenditures/uses.~~ Unrestricted Unassigned fund balance as defined above shall be divided by the ~~adjusted total general fund expenditures/uses-budgeted total expenditures~~ to arrive at a percentage figure to be used for unrestricted fund balance.

(d)

Transfer or appropriation of unassigned fund balance. The City Council may, by appropriation resolve, transfer amounts from the City's unassigned fund balance to any assigned fund balance reserve. Funds may also be authorized for expenditure from unassigned fund balance through City Council appropriation.

(e)

Priority uses for fund balance surplus. Any surplus unrestricted-unassigned fund balance carried as unassigned fund balance may be used for the purposes set forth below:

(1)

To increase assigned fund balance reserves set aside to offset established or anticipated liabilities of the general fund where existing reserves, if any, are insufficient.

(2)

To increase assigned fund balance reserves for capital improvements.

(3)

To increase other established capital reserves where such reserves may be insufficient to meet their purposes.

(4)

To increase the City's appropriated contingency account to address unanticipated current year needs.

In general, unassigned fund balance should not be used to fund any portion of the on-going and routine year-to-year operating expenditures of the City. It should be used primarily to ensure adequate assigned fund balance reserves, to respond to unforeseen emergencies, and to provide overall financial stability.

Sec. 2-374. Other provisions.

(a)

Creation of new reserves. The City Council may create such other reserve funds as shall be deemed advisable. Such reserves shall be created by an appropriation resolve which shall include a statement as to the intent and purpose of the fund, the funding mechanism, the timeline corresponding with the end of a fiscal year, and the authority to use and withdraw from the fund.

(b)

Elimination of reserves. The City Council may, by appropriation resolve, eliminate any existing reserve. At the time such reserve is eliminated, the Council shall either transfer any remaining balance to another assigned fund balance reserve or unassigned fund balance or appropriate the remaining balance within the reserve to be used for the purpose for which the reserve was established.

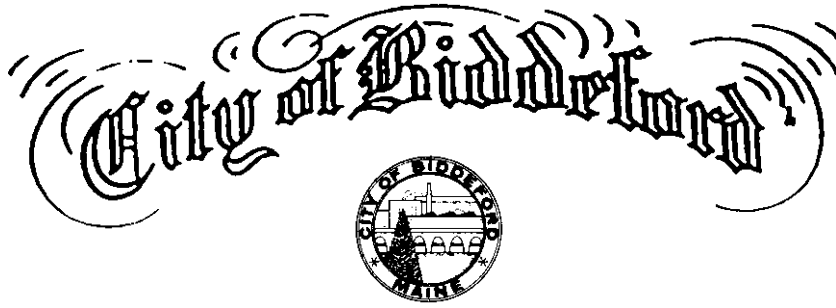
(c)

Administrative responsibilities. The Finance Director shall be responsible for monitoring the City's various reserves and for ensuring that this policy is adhered to. The Finance Director shall be authorized to create funds on the City's General Ledger, as necessary to provide for proper accounting for grants, special revenue sources not pertaining to the general fund, capital projects approved by the City Council or School Committee or trust/agency arrangements entered into by the City or schools, as provided for under the provisions of Governmental Accounting Standards Board (GASB) Statement No. 54. The City Manager is authorized to make recommendations to the City Council on the use of reserve funds both as an element of the annual operating budget submission and from time to time throughout the year as needs may arise.

(d)

Quarterly. The Finance Director shall project the year end general fund balance and report the projections to the Finance Committee within 30 days of the end of the quarter. Should the forecast predict that the year will end with an operational deficit, ~~notice~~ a memo shall be given to the entire Council stating how the deficit will be handled.

Sec. 2-375. through Sec. 2-400. (Reserved)



2018.46

IN BOARD OF CITY COUNCIL..MAY 15, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the relocation of the artillery piece currently located in City Square Park at the intersection of Main and Lincoln Streets to the Biddeford Veterans Memorial Park near the intersection of Alfred and Pool Streets.



Affiliation of Chartered Veterans' Service Organizations of Biddeford Maine

20 April 2018

To the City of Biddeford,

The Veterans Service Organizations of Biddeford respectfully request consideration of our proposal to relocate an aging artillery piece currently located near the intersection of Lincoln and Main Streets in a small city park next to a structure most recently occupied by a bank.

Our request is that the artillery piece be relocated to the Biddeford Veterans Memorial Park near the intersection of Pool and Alfred Streets. We believe that moving this important piece of Biddeford's history to the Biddeford Veterans Memorial park will enhance honoring the supreme contribution of local Veterans.

We believe prominent display in the Biddeford Veterans Memorial Park location will better display and more visibly recognize this important part of our history.

At its current location, that artillery piece receives only minimal maintenance while being subjected to damaging conditions resulting from limited sunshine, build-up of autumn leaves, falling tree branches, infrequent preservation, and, when only necessary, basic reconstruction.

We also believe that, because the site at Pool and Alfred Streets is already a memorial, not only is it tradition, but a mark of respect that our memorial be perpetually guarded. The seven flags currently flying at the park serve to honor and remember sacrifices made by all branches of our country's armed forces. Moving that artillery piece to the park helps complete the memorial.

If our request is approved, the Veteran's organizations will provide an appropriate, solid concrete slab on which the artillery piece will be placed.

The Veterans' organizations will assume responsibility for upkeep and preservation of that artillery piece.

Should you have questions or seek additional information not herein provided, please contact our project representative, Mr. Gene Foster at 207-337-0111 or amvets@maine.rr.com.

In the event you choose to approve our request and wish to proceed with the artillery piece's actual transition from its current location to the Biddeford Veterans Memorial Park, you are invited to contact the project representative named in the above paragraph.

Thank you for considering our request and we appreciate the generosity of your time.

Sincerely and with respect,

Raynald Hallczuk

Commander
American Legion
Post 26

Marshall Archer

Commander
AMVETS
Post 1

Joseph Armstrong

President, Vietnam
Veterans of America
Maine Chapter 1044



Maine Municipal Association

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

To: MMA's Key Municipal Officials

From: Linda C. Cohen, President, Maine Municipal Association

Date: April 26, 2018

Re: Nominations to MMA's 2018-2020 Legislative Policy Committee

This memo begins the process of electing 70 dedicated municipal officials to serve on MMA's Legislative Policy Committee (LPC) over the next two-year period. Given the importance of this Policy Committee to MMA's overall mission, I urge you to help us identify nominees for service during the 2018-2020 biennium.

The LPC brings elected and appointed officials together from towns and cities across the state. According to its by-laws, the purpose of the LPC is "*to define municipal interests and to maximize those interests through effective participation in the legislative process.*" Operating something like a town meeting, the LPC establishes MMA's public policy positions on all matters of direct and statewide municipal interest for representation in the State House. The LPC meets at the MMA building in Augusta once a month during the first several months of each legislative session.

After the next LPC is elected, its first task will be to develop MMA's legislative agenda for submission to the Legislature in January 2019. Beginning in early 2019, the LPC will meet to determine MMA's position on all municipally-related legislation submitted by the Governor and legislators. MMA's legislative staff advocates for the positions established by the LPC.

The membership of the LPC tends to be a mixture of seasoned veterans, who bring an extraordinary depth of experience to the table, and new members with fresh concerns and insights. Speaking as a former Chair of the LPC, it is my observation that the debates and decision-making accomplished by this Committee often include public policy discussions of the highest caliber. The results certainly help establish MMA's credibility in the Maine legislative process.

A Nomination Form is enclosed. Two municipal officials are elected from each of Maine's 35 Senate Districts. What follows is background information on the process of election, and the suggested time commitment to serve.

Background Information. Any elected or appointed municipal official holding office in any MMA member community is eligible to serve on the Committee. There are two seats on the LPC for each State Senate District. Members serve two-year terms, representing their own community and the other municipalities in their Senate District.

(over)

LPC activities require a time commitment of approximately ten hours a month during legislative sessions (i.e., during the first 4 months of each calendar year) which includes attendance at the monthly meeting and contacts with other communities and legislators in the district as issues arise. The LPC is also engaged in the development of MMA's legislative agenda during the fall and early winter of each even-numbered year, which typically involves at least one additional meeting in Augusta. All mileage expenses are reimbursed. MMA's strength as a municipal advocate depends on the active help of a dedicated LPC membership.

More information about MMA's Legislative Policy Committee and the Association's entire advocacy program can be found at the Legislative/Advocacy link at MMA's website <http://www.memun.org/LegislativeAdvocacy/TheLPCHandbook.aspx>. In particular, the *LPC Handbook* describes the Association's overall policy development process and procedures in more detail.

Nomination Process

Your municipality is entitled to nominate a representative to the LPC.

- The nominee may be either elected or appointed, but must be serving currently as a municipal official.
- You may nominate any municipal official from any member town or city within your Senate/LPC District; you do not have to nominate someone from your municipality.
- The names and brief bios of all municipal officials properly nominated will appear on the LPC ballot, which will be distributed on June 14th.

Nominee Profile

Because the municipal officers may not be familiar with a nominee from another municipality, a brief description of each nominee who completes the enclosed **Nominee Profile Sheet** will be provided with the ballots that are distributed in late June. Please make sure that the person you nominate has a chance to complete the Nominee Profile Sheet and that it is returned to MMA with the Nomination Form.

Deadline for Submitting Nomination

- ✍ The Chairman of your Board of Selectman, Council or Assessors (the "nominator") *and the nominee* must sign the nomination form for it to be valid.
- ✉ The forms must be returned to MMA by 5:00 P.M. on June 13, 2018, to be counted. Ballots will be mailed out immediately after the nomination process closes, so make sure the nomination form is received by MMA by that deadline. Please return the nomination form *and* nominee profile to **Laura Ellis** at MMA either by mail (60 Community Drive, Augusta, Maine, 04330), by FAX (624-0129) or by email (Lellis@memun.org).

If you have any questions, please call MMA's State and Federal Relations staff at 1-800-452-8786 or 623-8428.

NOMINATION FORM

Maine Municipal Association's
Legislative Policy Committee
July 2018 to June 2020

Senate District 32 (*Biddeford appoints 1 LPC Member*)

Alfred
Arundel

Biddeford
Dayton

Kennebunkport
Lyman

The municipal officers of _____ hereby nominate:
Print name of your municipality

Nominee: _____ 
Print name of Nominee

Nominee's municipality: _____ Position: _____

Date: _____ 
Signature of Nominator

Print name of Nominator

Consent

I agree to accept the nomination and to serve if elected to the MMA Legislative Policy Committee:

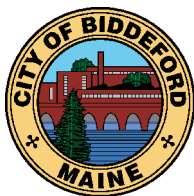
Date: _____ 
Signature of Nominee

Please return Nomination Form by 5:00 p.m. on June 13, 2018, to:

Laura Ellis - Maine Municipal Association
60 Community Drive, Augusta, ME 04330
FAX: 624-0129

Nominations received after 5:00 p.m. on June 13, 2018 will not be counted.

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Honorable Mayor Casavant Honorable City Council
FROM:	James A. Bennett, City Manager
DATE:	May 9, 2018
RE:	MMA LPC Nomination

Every Senate district in Maine is allotted two seats on Maine Municipal Association's (MMA) Legislative Policy Committee (LPC). Every two years, corresponding with the terms of the legislature, the communities elected the members to the Committee. It is that time to begin the process for the 2019-2020 term.

Biddeford is awarded one of the seats automatically because our communities represents more than 50% of the total population of the district. The second seat is awarded by election of the other communities in the Senate district (Alfred, Arundel, Biddeford, Dayton, Kennebunkport and Lyman). The process includes the opportunity for each community to nominate one qualified municipal official (Mayor, Councilor, City Manager or Assistant) can serve.

During the last two years, Council President McCury served as the direct appointment. When there was no nomination from the other communities, I was elected to serve in the second seat (after nomination by the Council).

On Tuesday evening, you will be asked to make three decisions. First, to appoint a person to serve in the automatic seat. Second, to decide if you like to nominate a second person for the election process seat. Finally, it a good recommendation to select an alternate. As I understand it, historically, a member of the City Council has served and I believe it has been the President if that person desired and could. I strongly encourage the elected officials to serve in this role if there is a desire and the schedule allows. I enjoy the process and, believe that I am effective in encouraging the 70-person committee to support the positions that are favorable to our community. Hence, I am more than willing to serve if it pleases the Council.

Finally, you can find more detailed information in the package.