

City of Biddeford
City Council
March 20, 2018 6:00 PM Council Chambers

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
- 4. Presentation:**
 - 4.a. Presentation of School Department FY19 Budget
[BiddefordBudget.pdf](#)
- 5. Consideration of Minutes:**
 - 5.a. March 6, 2018 Council Meeting Minutes
[3-06-2018 Council Meeting Minutes.docx](#)
- 6. Second Reading:**
 - 6.a. 2018.17) Amendment/Ch. 22, Businesses/Add New Section 22-17 et al. - Mobile Food Vendor
[2-20-2018 Biddeford Mobile Food Vendor Ordinance.doc](#)
- 7. Orders of the Day:**
 - 7.a. 2018.24) Authorization/Hills Beach Road Drainage Project/Dearborn Brothers Construction, Inc. of Buxton, Maine
[3-20-2018 Hills Beach Rd Drainage Project-ORDER.doc](#)
[3-20-2018 Hills Beach Rd Drainage Project-MEMO.doc](#)
[3-20-2018 Hills Beach Rd Drainage Project-MAP.pdf](#)
[3-20-2018 Hills Beach Rd Drainage Project-Newspaper Ad.pdf](#)
[3-20-2018 Hills Beach Rd Drainage Project-Website Ad.pdf](#)
 - 7.b. 2018.25) Approval/Emergency Road and Seawall Repairs/Shaw Brothers
[3-20-2018 Seawall Repair Project-Shaw Bros Bid.pdf](#)
[3-20-2018 Seawall Repair Projects-ORDER.doc](#)
 - 7.c. 2018.26) Authorization/Establishment of Levels of Authority for Parking Garage Design
[3-20-2018 Authority for Parking Garage Design-ORDER.doc](#)
[3-20-2018 Authority for Parking Garage Design-MEMO.docx](#)
 - 7.d. 2018.27) Approval/Process to Determine Downtown Parking Management Plan
[3-20-2018 Parking Management Plan Process-ORDER.doc](#)
[3-20-2018 Parking Management Plan Process-MEMO.docx](#)
 - 7.e. 2018.28) Authorization/Creation of Reserve Account for Interns/Management Analysts
[3-20-2018 Reserve Acct-Interns-Management Analysts-ORDER.doc](#)
[3-20-2018 Reserve Acct-Interns-Management Analysts-MEMO.docx](#)
 - 7.f. 2018.29) Authorization/Creation of Reserve Account for Community Service Officers
[3-20-2018 Reserve Acct-Community Service Officers-ORDER.doc](#)
[3-20-2018 Reserve Acct-Community Service Officers-MEMO.docx](#)
- 8. City Manager Report**
- 9. Public Addressing the Council..(5 minute limit per speaker; 30 minute total time limit)**
- 10. Other Business**

- 11. Council President Addressing the Council**
- 12. Mayor Addressing the Council**
- 13. Executive Session**
 - 13.a. 1 MRSA 405(6)(D)...Labor Contract Negotiations
 - 13.b. 1 MRSA 405(6)(E)...Consultation with City Solicitor
- 14. Adjourn**

A photograph of two young girls in a library setting. The girl in the foreground, wearing a black t-shirt with 'DEFEND TO WIN' in pink and purple letters and purple-rimmed glasses, is smiling and adjusting a black cable on a white LEGO Mindstorms robot. The robot has two large black wheels and a smaller front wheel. Behind her, another girl with brown hair is looking at a white laptop. The background shows library shelves with books and blue storage bins. A pink water bottle is on the table next to the laptop. The text 'FY 19 BUDGET OVERVIEW' is overlaid in white in the center of the image.

FY 19 BUDGET OVERVIEW

Biddeford School Department March 13 , 2018



2016 \$2,226,350,000

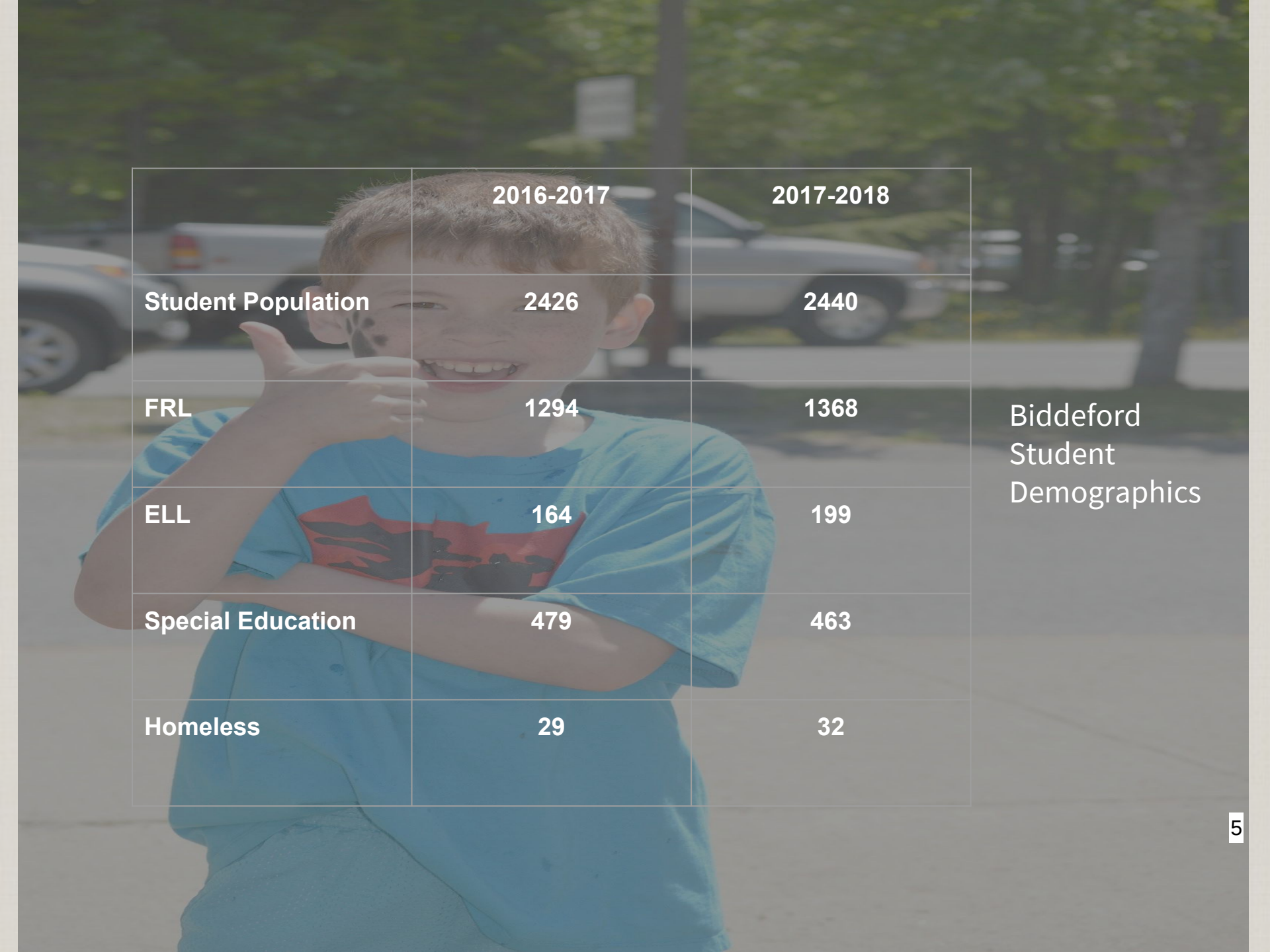
2017 \$2,263,350,000

FY 19 \$2,244,850,000

2018 \$2,288,700,000

FY 20 \$2,276,035,000

City
Valuation (2
Year Avg.)



	2016-2017	2017-2018
Student Population	2426	2440
FRL	1294	1368
ELL	164	199
Special Education	479	463
Homeless	29	32

Biddeford
Student
Demographics

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 65

Biddeford Public Schools

2018 - 2019

Section : 1

Section 1: Computation of EPS Rates

A) Attending Counts:

Attending Counts:		PreK-K		1-5		6-8		PreK-8		9-12		Total	
1)	Attending Pupils (October 2016)	183.0	+	893.0	+	548.0	=	1,624.0	+	785.0	=	2,409.0	
2)	Attending Pupils (October 2017)	235.0	+	848.0	+	586.0	=	1,669.0	+	771.0	=	2,440.0	
3)	Attending Pupils Average	209.0	+	870.5	+	567.0		1,646.5	+	778.0		2,424.5	
								68 %		32 %		100 %	

B) Staff Positions

	PreK-K EPS FTE	Student to Staff	+	1-5 EPS FTE	Student to Staff	+	6-8 EPS FTE	Student to Staff	+	9-12 EPS FTE	Student to Staff	=	EPS FTE Total	÷	Actual FTE Total	=	% Of EPS	x	SAU Data in EPS Matrix	=	Adjusted EPS Salary	=	Elementary Salary	Secondary Salary
1) Teachers	13.9	(15: 1)	+	51.2	(17:1)	+	33.4	(17:1)	+	48.6	(16:1)	=	147.1	÷	166.2	=	0.89	x	8,914,328	=	7,933,752	=	5,387,018	2,546,734
2) Guidance	0.6	(350: 1)	+	2.5	(350:1)	+	1.6	(350:1)	+	3.1	(250:1)	=	7.8	÷	9.5	=	0.82	x	495,271	=	406,122	=	275,757	130,365
3) Librarians	0.3	(800: 1)	+	1.1	(800:1)	+	0.7	(800:1)	+	1.0	(800:1)	=	3.1	÷	4.0	=	0.78	x	237,884	=	185,550	=	125,988	59,562
4) Health	0.3	(800: 1)	+	1.1	(800:1)	+	0.7	(800:1)	+	1.0	(800:1)	=	3.1	÷	5.0	=	0.62	x	259,752	=	161,046	=	109,350	51,696
5) Education Techs	1.8	(114: 1)	+	7.6	(114:1)	+	1.8	(312:1)	+	2.5	(316:1)	=	13.7	÷	26.0	=	0.53	x	528,573	=	280,144	=	190,218	89,926
6) Library Techs	0.4	(500: 1)	+	1.7	(500:1)	+	1.1	(500:1)	+	1.6	(500:1)	=	4.8	÷	2.0	=	2.40	x	39,314	=	94,354	=	64,066	30,288
7) Clerical	1.0	(200: 1)	+	4.4	(200:1)	+	2.8	(200:1)	+	3.9	(200:1)	=	12.1	÷	10.7	=	1.13	x	344,314	=	389,075	=	264,182	124,893
8) School Admin.	0.7	(305: 1)	+	2.9	(305:1)	+	1.9	(305:1)	+	2.5	(315:1)	=	8.0	÷	7.4	=	1.08	x	650,976	=	703,054	=	477,374	225,680

C) Computation of Benefits:

	Percentage		Elementary Salary	Secondary Salary		Elementary Benefits	Secondary Benefits
1) Teachers, Guidance, Librarians & Health	19.00%	X	5,898,113	2,788,357	=	1,120,641	529,788
2) Education & Library Technicians	36.00%	X	254,284	120,214	=	91,542	43,277
3) Clerical	29.00%	X	264,182	124,893	=	76,613	36,219
4) School Administrators	14.00%	X	477,374	225,680	=	66,832	31,595

D) Other Support Per-Pupil Costs:

	PreK-8	9-12		Elementary Students	Secondary Students		Elementary Support	Secondary Support
1) Substitute Teachers (1/2 Day)	43	43	X	1,646.5	778.0	=	70,800	33,454
2) Supplies and Equipment	378	521	X	1,646.5	778.0	=	622,377	405,338
3) Professional Development	65	65	X	1,646.5	778.0	=	107,023	50,570
4) Instructional Leadership Support	29	29	X	1,646.5	778.0	=	47,749	22,562
5) Co- and Extra-Curricular Student	40	125	X	1,646.5	778.0	=	65,860	97,250
6) System Administration/Support	92	92	X	1,646.5	778.0	=	151,478	71,576
7) Operations & Maintenance	1103	1311	X	1,646.5	778.0	=	1,816,090	1,019,958

E) Other Adjustments:

1) Regional Adjustment for Staff & Substitute Salaries	Regional Index =	1.09					626,828	291,146
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Section 1: Totals

Divided by Attending Pupils:							÷	1,646.5	778.0
Calculated EPS Rates Per Pupil:							=	7,141	7,580

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 65

Biddeford Public Schools

2018 - 2019

Section 2: Operating Cost Allocations

Section : 2

A) Subsidizable Pupils (Includes Superintendent Transfers)

4YO/PreK

K-8

9-12

Total

1) October 2016	0.0 +	1,621.0 +	780.0 =	2,401.0
2) October 2017 (includes 4YO/PreK estimates)	73.0 +	1,591.0 +	767.0 =	2,431.0

B) Basic Counts

Average Pupils

SAU EPS Rates from

Basic Cost Allocations

Page 1

1) 4YO/PreK Pupils (Most Recent Oct Only)	73.0	X	7,141 =	521,293.00
2) K-8 Pupils	1,606.0	X	7,141 =	11,468,446.00
3) 9-12 Pupils	773.5	X	7,580 =	5,863,130.00
4) Adult Education Courses at .1	8.2	X	7,580 =	62,156.00
5) 4YO/PreK Equiv. Instruction Pupils (Most Recent Oct Only)	0.000	X	7,141 =	0.00
6) K-8 Equiv. Instruction Pupils	0.250	X	7,141 =	1,785.25
7) 9-12 Equiv. Instruction Pupils	0.500	X	7,580 =	3,790.00

Addition of pre-k

C) Weighted Counts

(Most Recent Oct Only)

Pupils

EPS Weights

SAU EPS Rates from

Weighted Cost Allocations

Page 1

1) 4YO/PreK Disadvantaged @ 0.5907	43.1	X	0.15	X	7,141 =	46,166.57
2) K-8 Disadvantaged @ 0.5907	948.7	X	0.15	X	7,141 =	1,016,200.01
3) 9-12 Disadvantaged @ 0.5907	456.9	X	0.15	X	7,580 =	519,495.30
4) 4YO/PreK Limited English Prof.	8.0	X	0.500	X	7,141 =	28,564.00
5) K-8 Limited English Prof.	138.0	X	0.500	X	7,141 =	492,729.00
6) 9-12 Limited English Prof.	52.0	X	0.500	X	7,580 =	197,080.00

D) Targeted Funds

Pupils

EPS Weights

EPS Targeted Amount

Targeted Cost Allocations

1)	4YO/PreK Student Assessment	(Most Recent Oct Only)	73.0		X	49.00	=	3,577.00
2)	K-8 Student Assessment		1,606.0		X	49.00	=	78,694.00
3)	9-12 Student Assessment		773.5		X	49.00	=	37,901.50
4)	4YO/PreK Technology Resources	(Most Recent Oct Only)	73.0		X	107.00	=	7,811.00
5)	K-8 Technology Resources		1,606.0		X	107.00	=	171,842.00
6)	9-12 Technology Resources		773.5		X	322.00	=	249,067.00
7)	4YO/PreK Pupils	(Most Recent Oct Only)	73.0	X	0.10	X	7,141	= 52,129.30
8)	K-2 Pupils		534.0	X	0.10	X	7,141	= 381,329.40
9)	4YO/PreK Disadvantaged Targeted	(Most Recent Oct Only)	43.1	X	0.05	X	7,141	= 15,388.86
10)	K-8 Disadvantaged Targeted		948.7	X	0.05	X	7,141	= 338,733.34
11)	9-12 Disadvantaged Targeted		456.9	X	0.05	X	7,580	= 173,165.10

Increase in ELL

E) Isolated Small School Adjustment

1) PreK-8 Small School Adjustment						0.00
2) 9-12 Small School Adjustment						0.00

Section 2: Operating Allocation Totals

Percentage of EPS Transition Amount:	X	100.00%
Adjusted Total Operating Allocation Amount:	=	21,730,473.63

Increase in fundin 7 for disadvantaged students - targeted

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 65

Biddeford Public Schools

2018 - 2019

Section 3: Other Allocations

Section : 3

A) Other Subsidizable Costs

		Base Year Expenditure		Inflation Adjustment		
1)	Gifted & Talented Expenditures from 2016 - 2017	159,666.92	X	101.30%	=	161,742.59
2)	Special Education - EPS Allocation		X		=	4,568,407.80
3)	Special Education - High-Cost Out-of-District Allocation		X		=	218,712.29
4)	Transportation Operating - EPS Allocation		X		=	1,198,827.50
5)	Approved Bus Allocation (Purchase Year FY 18 or earlier)		X		=	91,501.00
Total Other Subsidizable Costs					=	6,239,191.18
B) Teacher Retirement Amount (Normalized Cost)						<u>706,148.30</u>

Total Adjusted Operating Allocation (Page2) plus Total other Subsidizable Costs plus Teacher Retirement = 28,675,813.11

C) Debt Service Allocations

1)	Town / District	Payment Date	Name of Project	Principal		Interest		Total
	BIDDEFORD	11/01/2018	NEW MIDDLE SCHOOL	899,661.00	+	129,069.72	=	1,028,730.72
		05/01/2019	NEW MIDDLE SCHOOL	0.00	+	112,750.08	=	112,750.08
2)	Total Debt Service Principal & Interest Payments			899,661.00		241,819.80		1,141,480.80
3)	Approved Lease for 2017 - 18		Biddeford Public Schools					0.00
4)	Approved Lease Purchase for 2017 - 18 for		Biddeford Public Schools					0.00
						Total Debt Service Allocation	=	1,141,480.80

Section 3 : Total Combined Allocations (Page 2 Adjusted Total plus Other Subsidizable plus Debt Service) = 29,817,293.91

Preliminary Enacted Per PL2017Ch284PartC – Adjustments will be made to these printouts throughout FY 19

Vocational subsidy has been removed from pg. 3 and is now treated as its own amount.

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 65

Biddeford Public Schools

2018 - 2019

Section : 4

Section 4 : Calculation of Required Local Contribution - Mill Expectation

A) Subsidizable Pupils (Excludes Superintendent Transfers for SADs, RSUs & CSDs) by Member Municipality

Member Municipality	Average Subsidizable Pupils	Percentage of Total Pupils	Oper., Othr Sub, & Tchr. Ret. Allocation Distribution	Municipal Debt Allocation Distribution	Total Municipal Allocation Distribution as a Percentage of Pupils
Biddeford Public Schools	2452.5	100.00%	28,675,813.11	1,141,480.80	29,817,293.91
Total	2,452.5	100.00%	28,675,813.11	1,141,480.80	29,817,293.91

B) State Valuation by Member Municipality

Member Municipality	2016 - 2017 Average State Valuation	Mill Expectation	Total Municipal Allocation Distribution per Valuation x Mill Expectation
Biddeford Public Schools	2,244,850,000	8.51	19,103,673.50
Total	2,244,850,000		19,103,673.50

C) Required Local Contribution = the lesser of the previous two calculations :

Member Municipality	Total Allocation by Municipality	Required Local Contribution by Municipality	Calculated Mill Rate	State Contribution by Municipality (Prior to adjustments)
Biddeford Public Schools	29,817,293.91	19,103,673.50	8.51	10,713,620.41
Total	29,817,293.91	19,103,673.50		10,713,620.41

Preliminary Enacted Per PL2017Ch284PartC – Adjustments will be made to these printouts throughout FY 19

Large increase in Mill Expectation from 8.19 to 8.51

Increase in required local by \$792,471

Subsidy doesn't increase Vocational Education

Pre-K 12 Increase of \$390,727

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 65

Biddeford Public Schools

2018 - 2019

Section : 5

Section 5: Totals and Adjustments

	Total Allocation	Local Contribution	State Contribution
A) Total Allocation, Local Contribution, and State Contribution Prior to Adjustment	29,817,293.91	19,103,673.50	10,713,620.41
Totals after adjustment to Local and State Contributions	29,817,293.91	19,103,673.50	10,713,620.41
B) Other Adjustments to State Contribution Only			
1) Plus Audit Adjustments			0.00
2) Less Audit Adjustments			0.00
3) Less Adjustment for Unappropriated Local Contribution			0.00
4) Less Adjustment for Unallocated Balance in Excess of 3%			0.00
5) Special Education Budgetary Hardship Adjustment			0.00
6) Career & Technical Education Center Allocation			2,640,994.17
7) Plus Long-Term Drug Treatment Centers Adjustment			0.00
8) Regionalization and efficiency assistance			40,215.21
9) Bus Refurbishing Adjustment			0.00
10) Less MaineCare Seed - Private			0.00
11) Less MaineCare Seed - Public			0.00
Adjusted State Contribution			13,394,829.79
Local and State Percentages Prior to Adjustments :	Local Share % = 64.07 %	State Share % = 35.93 %	
Local and State Percentages After Adjustments :	Local Share % = 55.08 %	State Share % = 44.92 %	
FY1 : 100% EPS Allocation	29,817,293.91		

Increase of \$473,292

Section F: Adjusted Local Contribution by Town

Member Municipality	Total Allocation	Adjusted Local Contribution	Adjusted Percentage	Adjusted Mill Rate
Biddeford Public Schools	29,817,293.91	19,103,673.50	100.00%	8.51
Totals	29,817,293.91	19,103,673.50	100.00%	

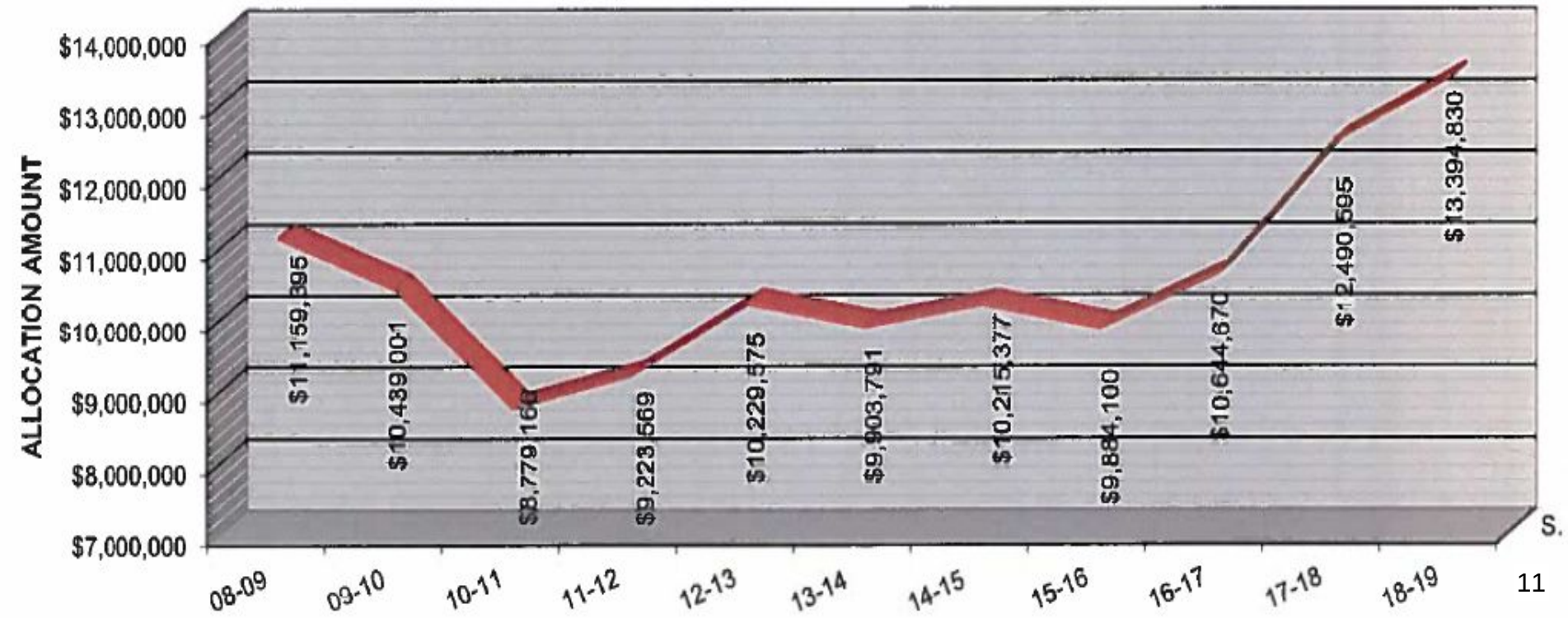
Subsidy to be received if voters approve Regional Services in partnership with Dayton. Additional funds available to both communities if approved by voters.

Adjustments will be made to these printouts throughout FY 19

Total state subsidy for FY19 - Increase of \$904,234

Local required allocation increase of \$792,471

State Allocation Comparison



- Legislature could vote to increase administrative system funds - this would be negative impact
- What will this mean for the required mill rate? (Mill rate would increase in 8.58)
- We would receive less subsidy (25K) and our local required would increase approximately 160K
- Will Title funds be reduced?
- Will the regional service center be approved.

What changes
could still
occur?

Major Revenues	FY18	FY18	Difference
Carryover	\$1,034,416.38	\$927,631.00	\$ -106,785.00
Shared Services	\$145,358	\$158,007.00	\$12,649.00
Medicare	\$150,000	\$250,000	\$100,000
Special Education Tuition	0	\$70,000.00	\$70,000.00
Pre-K 12 Subsidy	\$10,322,893.03	\$10,713,620.41	\$390,727.38
Regionalization	0	\$40,215.21	\$40,215.21
Vocational/CTE	\$2,167,702.03	\$2,640,994.17	\$473,292.14

Major Revenue Differences
(Does not include Local Required Share)

Voters must approve regional service centers and further incentives that may be provided

Increasing ELL Population

Increasing Homeless situations and possible law change

Expected increased numbers in Pre-K if times change

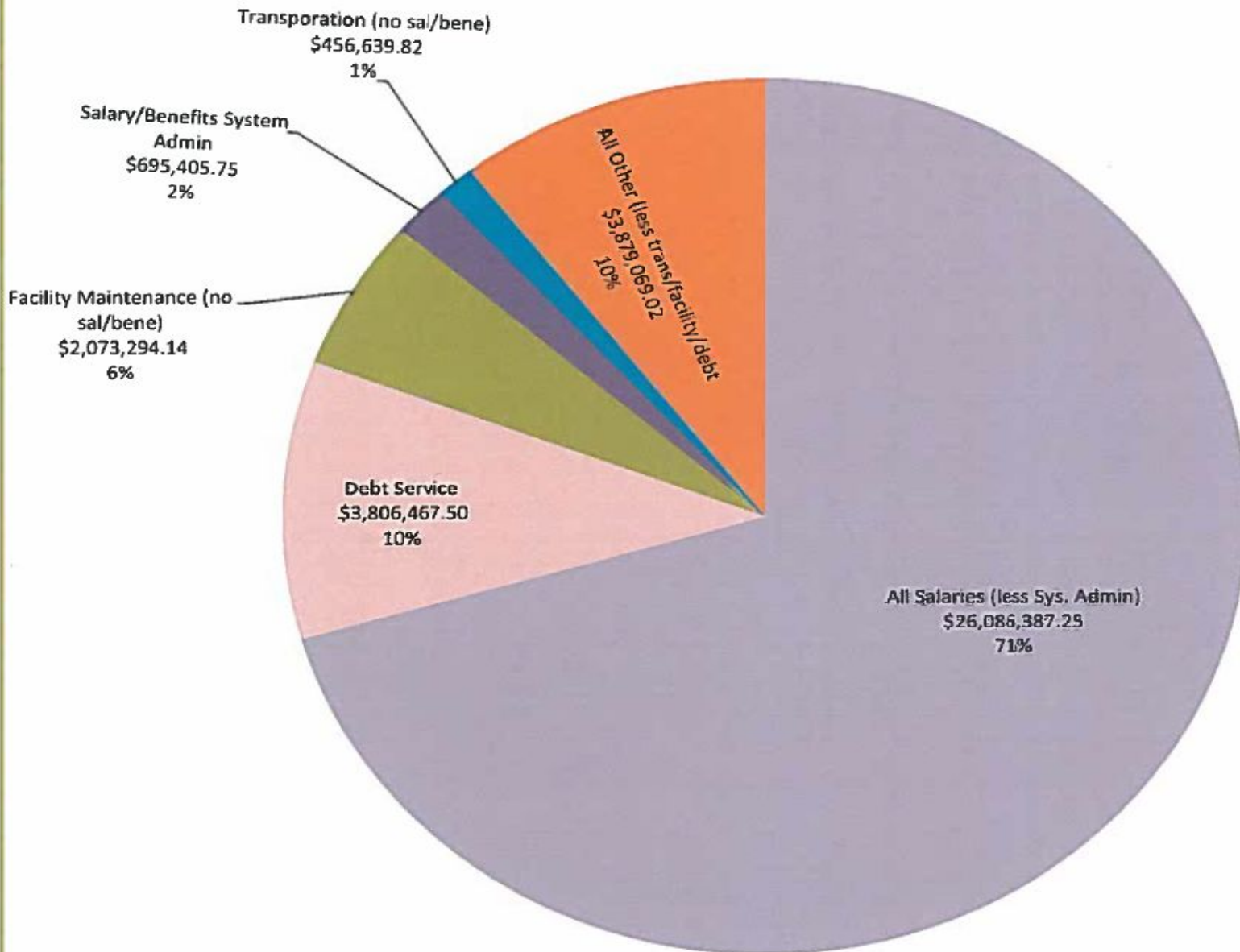
No decision on JFK or Vocational Building Application

Capital improvements and field study recommendations

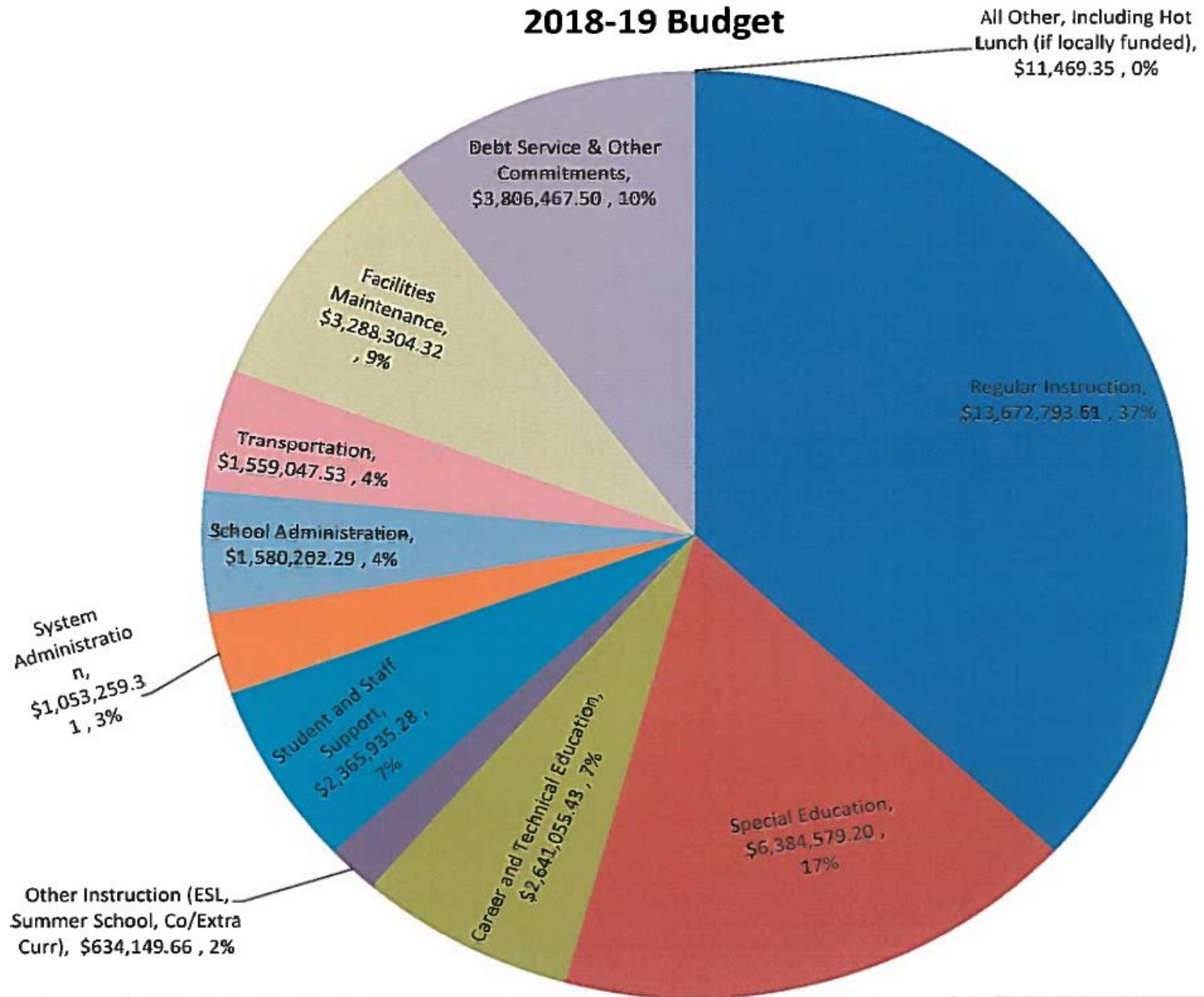
CDS Grant and Transportation Services (possible revenue and increased service)

Items for
Consideration

DISTRIBUTION OF COSTS



2018-19 Budget



NEW POSITIONS

1.0 Music Teacher K-12
.5 Math Coach
1.0 Director of Instruction
2.0 Bus Aides

CHANGED POSITIONS

Switch JFK ELL Ed Tech to Teaching Position as required
Add additional Head Start Pre-K Classroom
Moved 2 Industrial Arts Teachers to Vocational Program
Moved .25 English Teacher and .5 Math Teacher to Vocational
Budget
Move (3) UA Teachers at BMS into a Vocational Aligned Program
6-8
Move High School Teacher to create Student Support Center with
credit recovery options

ELIMINATED POSITIONS

BMS Alternative Education Ed Tech III (reduction is an unfilled Ed
Tech II position)
BHS Ed Tech III

New
Positions
and
Academic
Programs

Turf Field at Waterhouse	\$118,000 (7 Year payment - Estimate 750,000 plus 250,000 in fundraising) - Goal to raise 100K more and reduce cost
Pavement of Playground at BPS	\$15,000
Video Cameras at BMS	\$12,000
Painting at BMS	\$20,000
Tile and Painting at BHS	\$25,000

Major Capital Upgrades

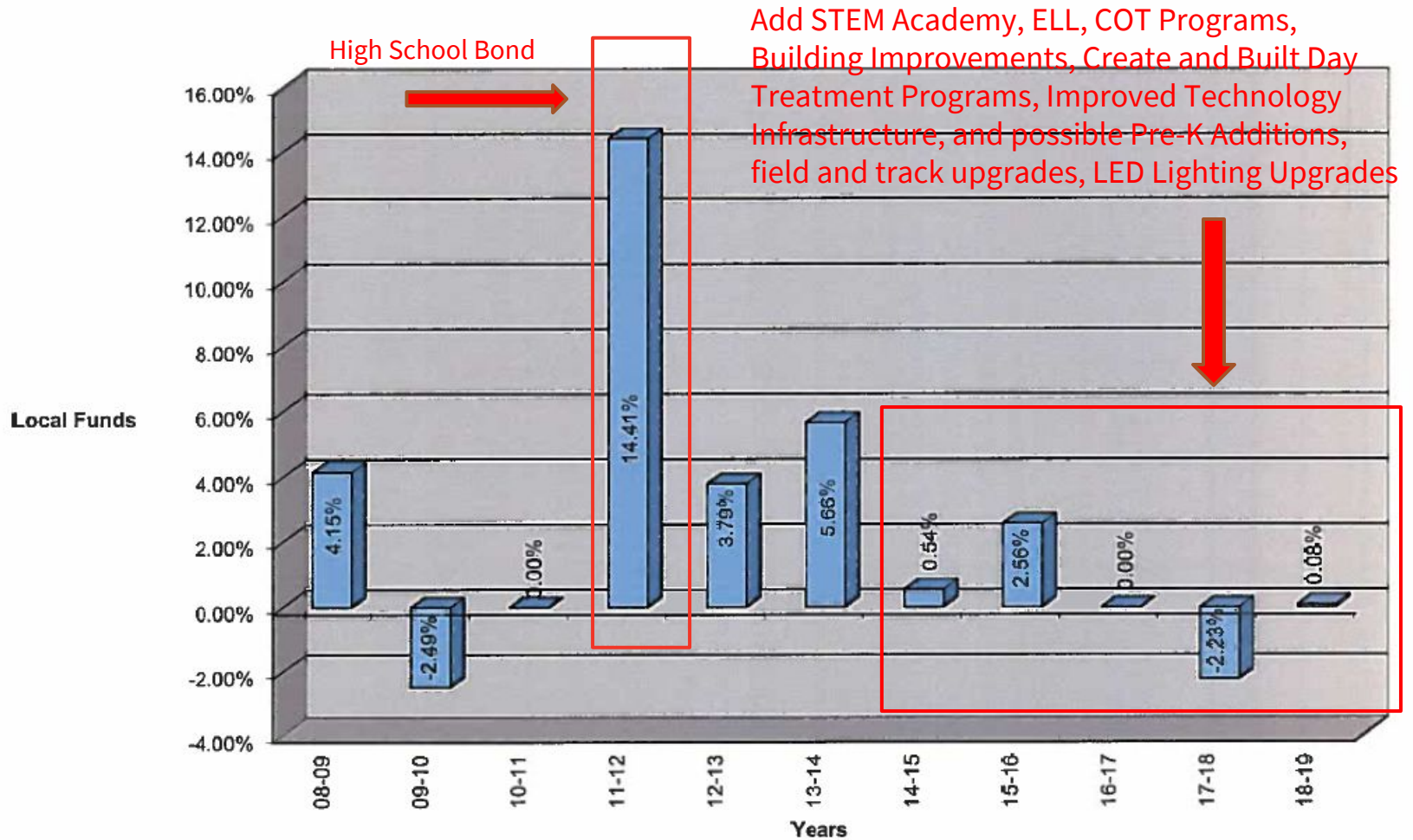
Health Insurance	\$ 333,535
Special Education Additional Services	\$ 75,000
4 Bus Leases	\$ 75,059
Electricity	\$ -21,000
Salaries	\$ 818,369
Capital Upgrades	\$ -248,457

Major
Increases/
Decreases

EMBRACE CDS Grant	\$513,000
Special Education Tuition	\$70,000
Medicare	\$100,000
SBSI Makerspace Donation	\$36,000
Turf Field Funds	\$262,000
BEF Pillars of Pride	\$16,500
Advertising	\$6,500
Grants (BEF Teacher mini-grants, Music Program, John Duranceau, Let's Go, Food Distribution)	\$21,200

Examples of Fundraising, Grants, and Additional Revenues

Local Fund Comparison including Debt Service



Year	Total Local Funds w/ Debt Service	Difference
2014-2015	\$21,921,995	
2015-2016	\$22,484,227	\$ 562,232
2016-2017	\$22,486,246	\$ -2,019
2017-2018	\$21,981,758	\$ -504,488
2018-2019	\$21,999,427	\$ 17,669

Difference in Total Local Funds Request with Debt Service from FY15 to FY19 : **\$77,432.00**

Request for
Local Funds -
FY15 to FY19
PreK -12

REVENUES

		Proposed	Difference
2017-18		2018-19	
\$ 1,034,416.00	Carryover (previous year)	\$ 927,631.00	\$ (106,785.00)
\$ -	Carryover (current anticipated FY18)	\$ -	\$ -
\$ 150,000.00	Carryover (Current MaineCare FY18)	\$ 250,000.00	\$ 100,000.00
\$ 71,037.00	Tuition (antic. 4 students for 17-18)	\$ 79,318.00	\$ 8,281.00
\$ -	Special Ed. Tuition	\$ 70,000.00	\$ 70,000.00
\$ 25,136.00	Transportation (Non-Public)	\$ 25,136.00	\$ -
\$ 30,277.00	Other Transportation	\$ 29,718.00	\$ (559.00)
\$ 30,000.00	State Agency Clients	\$ 30,000.00	\$ -
\$ 2,000.00	Miscellaneous (BMS Officials)	\$ 2,000.00	\$ -
\$ 55,870.00	Plumbing Grant	\$ -	\$ (55,870.00)
\$ -	E-Rate	\$ -	\$ -
\$ 145,358.00	Shared Service with Dayton	\$ 158,007.00	\$ 12,649.00
\$ -	Rev from State for Computer Lease	\$ 31,197.00	\$ 31,197.00
\$ 10,322,893.03	State Allocation (General)	\$ 10,713,620.41	\$ 390,727.38
\$ -	State Allocation (Regionalization)	\$ 40,215.21	\$ 40,215.21
\$ 2,167,702.03	State Allocation (CTE)	\$ 2,640,994.17	\$ 473,292.14
\$ 18,534,782.00	Local Allocation	\$ 19,103,673.50	\$ 568,891.50
\$ 2,737,745.00	Local Allocation (Local only debt)	\$ 2,664,986.00	\$ (72,759.00)
\$ 709,231.00	Additional Local	\$ 230,767.26	\$ (478,463.74)
\$ 36,016,447.06	Total	\$ 36,997,263.55	\$ 980,816.49

\$ 2,235,800,000.00	State Valuation	\$ 2,244,850,000.00
\$ 30,734,246.61	100% EPS Total Allocation	\$ 29,817,293.91
8.29	Local Allocation Mill Rate	8.51
12,490,595.06	100% State Share	13,394,829.79
18,534,782.00	100% Local Share (must raise to receive State Allocation-General)	19,103,673.50
100.00%	Percent of State Share	100.00%
100.000000%	Percent of Local Share	100.000000%

State Allocation (General)	390,727.38	3.79%
State Allocation (Regionalization)	40,215.21	
State Allocation (CTE)	473,292.14	
Total State Allocation	904,234.73	
*Local Allocation	568,891.50	3.07%
Additional Local	(478,463.74)	-67.46%
Total Local	17,668.76	0.08%
Total Budget	980,816.49	2.72%
State Valuation	9,050,000.00	0.40%
100% EPS Allocation	(916,952.70)	-2.98%

BUDGET	\$ 36,997,263.48
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STATE ALLOCATION PreK-12	\$ 10,713,620.41
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VOCATIONAL ALLOCATION	\$ 2,640,994.17
-----------------------	-----------------

REGIONALIZATION FUNDS	\$ 40,215.21
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NON TAX REVENUE	\$ 675,376.00
-----------------	---------------

CARRY FORWARD	\$ 927,631.00
---------------	---------------

LOCAL TAX	\$ 19,334,440.76
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DEBT SERVICE	\$ 2,664,986.00
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INCREASE/DECREASE TO TAX RATE	\$ 17,668.69
----------------------------------	--------------

PERCENT INCREASE	.08%
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K-12 BUDGET
IMPACT TO
LOCAL TAX

**BIDDEFORD ADULT EDUCATION
FY 20187-2019
BUDGET**

TOTAL BUDGET:		FY '18		FY '19	Difference
Vocational		209,474.60		208,844.66	(629.94)
Adult Literacy		65,614.77		118,612.03	52,997.26
HS Administrative	177,175.53		175,485.07		(1,690.46)
HS Care of Building	7,672.38		600.00		(7,072.38)
HS Maintenance of Building	30,984.05		25,559.44		(5,424.61)
HS Security	0.00		0.00		0.00
HS Clerical AEFLA Match	66,611.74		66,212.89		(398.85)
HS Clerical	48,133.37		47,919.65		(213.72)
HS Diploma	128,366.47		110,659.87		(17,706.60)
Total High School Diploma		<u>458,943.54</u>		<u>426,436.92</u>	<u>(32,506.62)</u>
		<u>\$734,032.91</u>	Total	<u>\$753,893.61</u>	<u>19,860.70</u>
ANTICIPATED INCOME					
Vocational Tuition	108,828.06		108,828.06		0.00
Vocational Textbooks	19,957.52		16,985.00		(2,972.52)
Vocational Fees - material and supply	<u>18,696.00</u>		<u>21,981.00</u>		<u>3,285.00</u>
Total Vocational		147,481.58		147,794.06	
State Subsidy		158,532.18		156,527.71	(2,004.47)
Funds brought forward		<u>151,961.20</u>		<u>173,046.89</u>	<u>21,085.69</u>
		<u>\$457,974.96</u>	Total	<u>\$477,368.66</u>	<u>19,393.70</u>
NET COST TO THE CITY		<u><u>\$276,057.95</u></u>		<u><u>\$276,524.95</u></u>	<u>467.00</u>

Net Cost To City in FY '18	\$276,058
Net Cost To City in FY '17	\$315,473
Net Cost To City in FY '16	\$294,252

ANTICIPATED INCOME

College Transitions	2200-0150-0000-432490-425	4,144.86
AEFLA	2950-0150-0000-445810-470	30,198.34
Enrichment	6150-0150-0000-413170-410	75,881.69
Total		<u>110,224.88</u>

ANTICIPATED EXPENSE

College Transitions	2220-6060-1000	4,144.85
AEFLA	2950-6100-1000	84,751.08
Enrichment	6150-6200-1000	75,881.69
Total		<u>164,777.61</u>

NET COST TO THE CITY

(54,552.74) moved to Adult Literacy

BUDGET	\$ 753,893.61
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TOTAL VOCATIONAL	\$ 147,794.06
------------------	---------------

STATE SUBSIDY	\$ 156,527.71
---------------	---------------

CARRY FORWARD	\$ 173,046.89
---------------	---------------

LOCAL TAX	\$ 276,524.95
-----------	---------------

INCREASE/DECREASE TO TAX RATE	\$ 467.00
----------------------------------	-----------

Percent Increase	.001%
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ADULT
EDUCATION
BUDGET
IMPACT TO
LOCAL TAX

	FY 17 Local Tax Amount	FY 18 Local Tax Amount	Difference
Pre K – 12	\$ 22,483,245	\$ 22,516,758	\$ 17,668.76
Adult Education	\$ 315,472	\$ 276,057	\$ 467.00
Total	\$ 22,798,717	\$ 22,792,815	\$ 18,135.76

Total Local
Tax Increase
/ Decrease

Questions

**COUNCIL MEETING
MARCH 6, 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., Victoria Foley, Norman Belanger, Michael Ready, Marc Lessard

Laura Seaver arrived at 6:02 p.m.

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

Adjustment to the Agenda:

- Add Order 2018.23) Authorization/Main Street Sidewalk Improvement Project-Phase 2

Presentation: Update on Property Valuation Changes

City Manager, James Bennett gave an update on the changes in the City's property valuations since September 2016. It was noted that the great percentage of change in values has occurred in the downtown area. Property sales in the downtown area continue to be in excess of valuation, even after a 20% increase in value in 2017. Sales are actually currently averaging 29.1% higher.

Consideration of Minutes: February 20, 2018

Motion by Councilor McCurry, seconded by Councilor Foley 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 February 20, 2018}

2018.16) Amendment/Ch. 22, Businesses/Sec. 22-35-Ice cream truck/Add location restrictions

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

Vote: 8/1; Councilor Ready opposed.

Councilors Swanton, McCurry, St. Cyr, Quattrone, Foley, Belanger, Seaver and Lessard in favor. Motion carries.

Orders of the Day:

REVISED

2018.17 IN BOARD OF CITY COUNCIL..FEBRUARY 20, 2018

BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 22, Businesses, **Article III-Criteria, Section 22-17 et al. Mobile Food Vendor**, is amended by adding or ~~deleting~~ to read as follows:

ARTICLE V

Sec. 22-17. Purpose.

The purpose of this Ordinance is to regulate mobile food vending on property owned or under the control of the City of Biddeford and mobile food vending on private property in order to create a desirable situation where mobile food apparatuses may conduct business.

Sec. 22-18. Definitions.

Edible goods may include, but are not limited to:

- a. Prepackaged food including, but not limited to candy, beverages, chips, popsicles and ice cream.
- b. Prepared food including, but not limited to hot dogs, desserts, sandwiches and pizza.
- c. On-site prepared food including, but not limited to shaved ice, sandwiches and tacos.

Mobile food vendors shall mean any business which sells edible goods from a non- stationary location within the city. The terms shall include, but not be limited to:

- a. Mobile food trucks: a self-contained motorized unit selling items defined as

edible goods.

- b. Concession trailers: a vending unit which is pulled by a motorized unit and has no power to move on its own.

Non-refrigerated shall mean edible goods that are not required to be kept at a temperature below 41 degrees Fahrenheit.

Sec. 22-19. Application and Permit.

Permit. Every mobile food vendor shall have a permit issued by the city to conduct business in the city.

Application. Every mobile food vendor shall apply for a permit on a form promulgated by the city. Each vending unit requires a separate permit. Applications for permits meeting the requirements for mobile vendors shall be processed within ten (10) business days.

Mobile Food Vendor Application Form. A complete application shall require the following information from the applicant to be considered:

- a. Name of applicant; as well as physical street address; mailing address; telephone number(s); and email address
- b. Legal name of business or entity.
- c. Signed permission form or provide notarized affidavit from the private property owner granting permission for unit placement.
- d. Name, phone number and driver's license number of business owner and all employees operating within the mobile food vendor unit.
- e. Proposed itinerary with route, vending locations and times.
- f. Contact name and phone number for mobile food vending unit while in route.
- g. Description of product being sold.
- h. Site plan where the Mobile food vending unit will be located on the property.
- i. Valid and current vehicle/trailer registration of mobile food unit.

Sec. 22-20. Permit Regulations.

The application fee for a mobile food vendor permit shall be \$200.00. Each mobile food vendor unit shall be permitted separately.

Mobile food vendor permits shall expire on December 31st of each year.

Mobile food vendors shall provide, at their expense, and keep in force during the term of its contract, with a responsible insurance company or companies authorized to do business in the state, commercial general liability insurance in the amount of at least \$1,000,000. The mobile food vendor shall deliver certificates of such insurance to the City at the time of application.

Mobile food vendors shall provide proof of a State of Maine Health certificate at the time of application.

Upon renewal the applicant shall pay the renewal \$200.00 fee, and update any changes in the permitting documentation upon permit renewal. The applicant must submit the application and the renewal fee within 30 days before expiration of the permit or must reapply as a new applicant.

The City Manager is authorized to make reasonable rules and regulations, not inconsistent with this Section, governing the design, construction and location of pushcarts or food trucks.

Display of Permit. Every permit, including those from the city, shall be displayed at all times in a conspicuous place where it can be read by the general public on the mobile food vendor's truck or concession trailer.

Sec. 22-21. Permit Denial.

A permit may be denied where:

- (1) The required information is incomplete or incorrect or shows that a person is not otherwise entitled to conduct business as a mobile food vendor.
- (2) The opportunity to issue a permit has been denied due to previous violations as described in this section.

Sec. 22-21.a. Prohibited Conduct.

1. Distance Regulations:

- a. No mobile food vendor shall conduct business within any single-family residential or agricultural zoning district unless otherwise approved in writing by the Code Enforcement Officer.
- b. A mobile food vendor may not be located within 100 feet of the primary entrance of an open and operating fixed-location food service or eating establishment except during city sponsored or other community events.
- c. A mobile food vendor shall not be located within 40 feet from another mobile food vendor except during city sponsored or other community events.

2. A mobile food vendor shall not conduct sales at a stationary location:

- a. For a duration exceeding sixty (60) minutes on any public street or public streets adjacent to public parks and recreational facilities, next to fire lanes and no-parking designated areas. Mobile vendors parking on public streets may not move to a new location without prior approval from the City.
- b. In congested areas where the operation impedes vehicular or pedestrian traffic.
- c. Between the hours of 1:00 a.m. and 6:00 a.m.

3. Offenses and regulations

- a. It shall be unlawful for any individual as the agent or employee of another regulated under this section to sell edible goods in the city unless it's principal or employer has received a permit under this section.
- b. A permit issued under this section is not transferable.
- c. It shall be unlawful for an individual to sell edible goods while displaying a valid permit issued by the city in the name of another individual, organization, or entity.
- d. It shall be unlawful for any individual directly or through an agent or employee to sell goods within the corporate limits of the city after the expiration of the permit issued by the city under this section.
- e. It shall be unlawful for an individual directly or through an agent or employee to misrepresent on the permit affidavit any acts that are regulated under this section.
- f. It shall be unlawful for any individual directly or through his agents or employees to represent that the issuance of a permit by the city constitutes the city's endorsement or approval of the product for sale.

Sec. 22-21.b. Mobile Food Vendor Requirements.

The following regulations shall apply to mobile food vendors:

- a. Each unit shall be equipped with a portable trash receptacle, and shall be responsible for proper disposal of solid waste and waste water in the sanitation facility legally accessed by the food service establishment. All disturbed areas must be cleaned

following each stop to a minimum 20 feet of the sales location.

- b. Mobile food vendor may not have a drive through.
- c. Continuous music or repetitive sounds shall not project from the mobile unit.
- d. A five-foot clear space shall be maintained around the mobile food vending unit.
- e. All mobile units shall have a gray water holding tank.
- f. The mobile unit will be subject to inspection upon permit application through the code enforcement, health department and the fire department, and may be subject to random inspection and upon reissuance of the permit.
- g. No sales are allowed within public park facilities while park concession units are operating. Mobile units operating in public parks and on streets adjacent to public parks or recreational facilities requires approval by the City's Recreation Director.

Motion by Councilor McCurry, seconded by Councilor Foley to remove the ordinance from the table.

Vote: Unanimous.

Motion by Councilor McCurry, seconded by Councilor Quattrone to grant the first reading of the ordinance.

Vote: Unanimous.

2018.18 IN BOARD OF CITY COUNCIL....MARCH 6, 2018

BE IT ORDERED, that the City Manager be authorized to sign a unit cost contract with D and C Construction Company of Waterboro, Maine/Rockland Mass for the construction of the Lincoln Street Wall Rehabilitation Project as per the bids opened on February 27, 2018, in the bid amount of \$471,683.00, funding for this work to be provided in part from the MDOT BPI grant received by the City with the required City match amount from City TIF account.

.

NOTE: Both the Finance Committee and the Capital Projects will review this item at their March 6, 2018 meeting.

This Order addressed City Goal #2018-37

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

Vote: Unanimous.

2018.23 IN BOARD OF CITY COUNCIL....MARCH 6, 2018

BE IT ORDERED, that the City Manager be authorized to sign a contract with HEB Engineers of Bridgton Maine for the design and preparation of construction documents for the Main Street Sidewalk Improvement Project Phase 2 as per the RFP proposal submitted and opened on March 1, 2018, in the amount of \$30,349, funding for this work to be provided from the CDBG program.

.

NOTE: Both the Finance Committee and the Capital Projects will review this item at their March 6, 2018 meeting.

This Order addresses City Goal #2018-37

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

Vote: Unanimous.

2018.19 IN BOARD OF CITY COUNCIL..MARCH 6, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to proceed with a conceptual plan for a Capital Campaign Fundraiser for City Theater and City Hall Improvements; and to come back to the City Council with the final details of said conceptual plan.

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

Vote: Unanimous.

2018.20 **IN BOARD OF CITY COUNCIL....MARCH 6, 2018**

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to proceed with design of a public parking structure in accordance with the agreement signed with Desman Design Management of Boston, MA (DESMAN) under Order 2017.25.

BE IT FURTHER ORDERED, that authorization to proceed is contingent upon site selection, designated by the Biddeford City Council under separate Order.

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

Vote: 7/2; Councilors McCurry and Seaver opposed.

Councilors Swanton, St. Cyr, Quattrone, Foley, Belanger, Ready and Lessard in favor.

Motion carries.

2018.21 **IN BOARD OF CITY COUNCIL...MARCH 6, 2018**

BE IT ORDERED, that the City Council of the City of Biddeford does hereby identify Map 71, Lot 2, the so-called Lincoln Street site in Biddeford, Maine as the designated location for construction of a public parking structure.

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

Councilor McCurry called a point of order: the location needs to be identified before discussion or a vote can be taken.

Motion by Councilor Ready, seconded by Councilor Foley to identify the Lincoln Street site (Map 71, Lot 2) as the location for the parking garage.

Vote: 6/3; Councilors McCurry, Seaver and Quattrone opposed.

Councilors Swanton, St. Cyr, Foley, Belanger, Ready and Lessard in favor.

Motion carries.

2018.22 **IN BOARD OF CITY COUNCIL...MARCH 6, 2018**

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to execute a Joint Development Agreement with North Dam Mill, LLC, substantially in the form as presented, for the development of the North Dam Mill.

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

Vote: 6/3; Councilors Lessard, Quattrone and McCurry opposed.

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

Motion carries.

Appointment:

IN BOARD OF CITY COUNCIL...MARCH 6, 2018

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

**Richard Rhames
10 West Loop Road
Ward 3**

to the *Conservation Commission*, to replace Casey Elmer (who has resigned), for a term to expire in December 2021.

Motion by Councilor Ready, seconded by Councilor Foley to confirm the appointment.

Vote: Unanimous.

City Manager Report:

City Manager, James Bennett gave an overview of the proposed FY19 Budget, as prepared by the City Department Heads; as well as policy decisions that have been identified with this budget and will need to be discussion and resolved.

Public Addressing the Council...(5 minute limit per speaker; 30 minute total time limit):

A few citizens addressed their concerns and comments to the Council.

Other Business:

Councilor Lessard: expressed his appreciation for all the work that City Staff does, including their attendance at committee and Council evening meetings.

Councilor Lessard went on to say how extremely pleased he is that the City Council actually considered, voted on and approved an issue that had been discussed for so many years. He is proud of the work that this Council has done thus far.

As a final comment, Councilor Lessard cautioned folks to be careful in the upcoming snowstorm.

Councilor Quattrone: announced that the *Finding Pieces Camp* for children with Autism will have its second season this summer. This year's camp will take nine children and will be held in rooms at the J. Richard Martin Community Center.

Councilor Swanton: agrees with one of tonight's public speakers that signs and directions should be posted within City Hall and on outside doors to direct folks to the Council Chambers on nights when public meetings are held. He also agrees that, overall, the City's outreach could be better; however, he is not sure that Facebook is the right social medium to accomplish this.

Councilor Foley: echoed Councilor Lessard's comments and was also pleased with how the discourse among the Council and the public went during the parking garage discussion.

Councilor Foley pre-emptively thanked the Public Works Crew for all their efforts with the upcoming snow storm.

Council President Addressing the Council: Councilor McCurry noted that he has looked into the legality of installing parking management structures in the city-owned parking lots and found that it would not be in violation of the parking meter referendum of 2014. City Solicitor, Keith Jacques confirmed this by stating that the referendum addressed parking meters in the downtown and not in parking lots.

Councilor McCurry thanked all who came out to tonight's meeting and expressed their concerns about a parking garage. He is glad that the City did end up taking a vote on this issue tonight and is moving forward.

As a point of information, Councilor McCurry stated that the budget season is now upon us, and he's confident this will generate some healthy debates!

Finally, he announced and congratulated the Biddeford High School Boys' Hockey Team who won Regionals in their game tonight and will play in the State Championship game this coming Saturday.

Mayor Addressing the Council: Mayor Casavant thanked all those who worked on the parking garage issue to this point, and is pleased that it is moving forward.

Mayor Casavant announced that the newly formed Biddeford Cultural Committee is currently seeking nominees for a Biddeford Hall of Fame. He encouraged folks to submit an application.

Mayor Casavant informed the Council and public that Councilor Foley is now the Chair of the Community Center Review Committee.

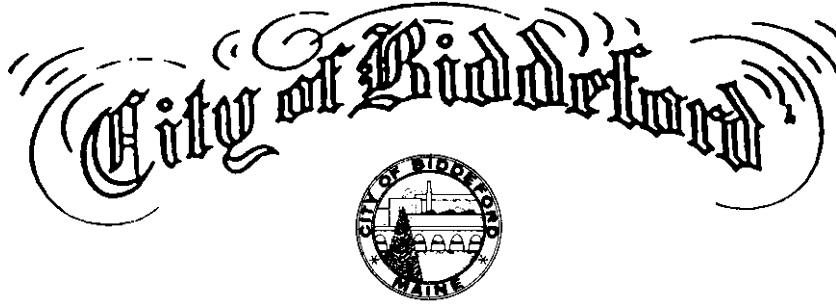
As a final comment, Mayor Casavant said that he would like the Council to tackle the idea of social media and using it to keep the public informed. He suggested that the City even look into hiring a full time staff member to manage the City's social media and distribution of public information.

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

Vote: Unanimous.

Time: 8:50 p.m.

Attest by: _____
Carmen J. Morris, City Clerk



REVISED

2018.17 IN BOARD OF CITY COUNCIL..FEBRUARY 20, 2018
BE IT ORDAINED, by the City Council of the City of Biddeford that the Code of Ordinances, Chapter 22, Businesses, **Article III-Criteria, Section 22-17 et al. Mobile Food Vendor**, is amended by adding or deleting to read as follows:

ARTICLE V

Sec. 22-17. Purpose.

The purpose of this Ordinance is to regulate mobile food vending on property owned or under the control of the City of Biddeford and mobile food vending on private property in order to create a desirable situation where mobile food apparatuses may conduct business.

Sec. 22-18. Definitions.

Edible goods may include, but are not limited to:

- a. Prepackaged food including, but not limited to candy, beverages, chips, popsicles and ice cream.
- b. Prepared food including, but not limited to hot dogs, desserts, sandwiches and pizza.
- c. On-site prepared food including, but not limited to shaved ice, sandwiches and tacos.

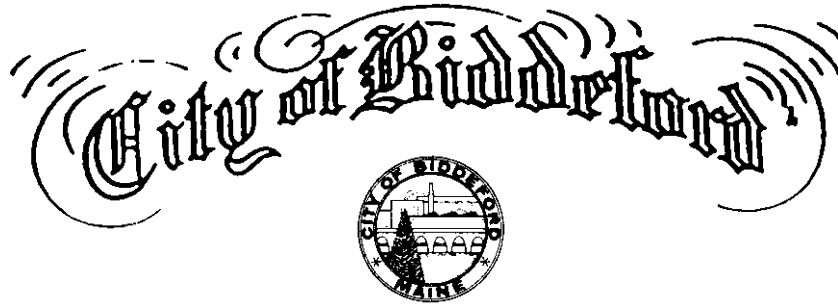
Mobile food vendors shall mean any business which sells edible goods from a non-stationary location within the city. The terms shall include, but not be limited to:

- a. Mobile food trucks: a self-contained motorized unit selling items defined as edible goods.
- b. Concession trailers: a vending unit which is pulled by a motorized unit and has no power to move on its own.

Non-refrigerated shall mean edible goods that are not required to be kept at a temperature below 41 degrees Fahrenheit.

Sec. 22-19. Application and Permit.

Permit. Every mobile food vendor shall have a permit issued by the city to conduct business in the city.



Application. Every mobile food vendor shall apply for a permit on a form promulgated by the city. Each vending unit requires a separate permit. Applications for permits meeting the requirements for mobile vendors shall be processed within ten (10) business days.

Mobile Food Vendor Application Form. A complete application shall require the following information from the applicant to be considered:

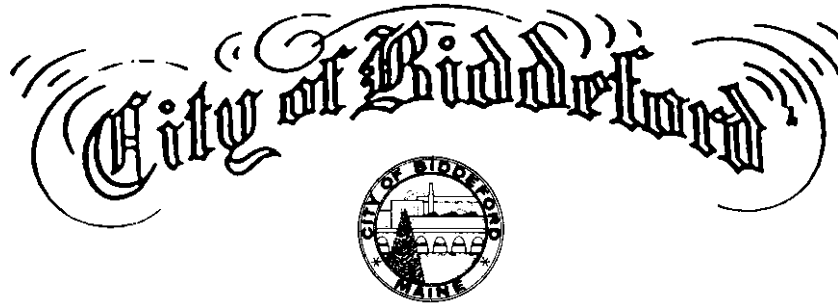
- a. Name of applicant; as well as physical street address; mailing address; telephone number(s); and email address
- b. Legal name of business or entity.
- c. Signed permission form or provide notarized affidavit from the private property owner granting permission for unit placement.
- d. Name, phone number and driver's license number of business owner and all employees operating within the mobile food vendor unit.
- e. Proposed itinerary with route, vending locations and times.
- f. Contact name and phone number for mobile food vending unit while in route.
- g. Description of product being sold.
- h. Site plan where the Mobile food vending unit will be located on the property.
- i. Valid and current vehicle/trailer registration of mobile food unit.

Sec. 22-20. Permit Regulations.

The application fee for a mobile food vendor permit shall be \$200.00. Each mobile food vendor unit shall be permitted separately.

Mobile food vendor permits shall expire on December 31st of each year.

Mobile food vendors shall provide, at their expense, and keep in force during the term of its contract, with a responsible insurance company or companies authorized to do business in the state, commercial general liability insurance in the amount of at least \$1,000,000. The



mobile food vendor shall deliver certificates of such insurance to the City at the time of application.

Mobile food vendors shall provide proof of a State of Maine Health certificate at the time of application.

Upon renewal the applicant shall pay the renewal \$200.00 fee, and update any changes in the permitting documentation upon permit renewal. The applicant must submit the application and the renewal fee within 30 days before expiration of the permit or must reapply as a new applicant.

The City Manager is authorized to make reasonable rules and regulations, not inconsistent with this Section, governing the design, construction and location of pushcarts or food trucks.

Display of Permit. Every permit, including those from the city, shall be displayed at all times in a conspicuous place where it can be read by the general public on the mobile food vendor's truck or concession trailer.

Sec. 22-21. Permit Denial.

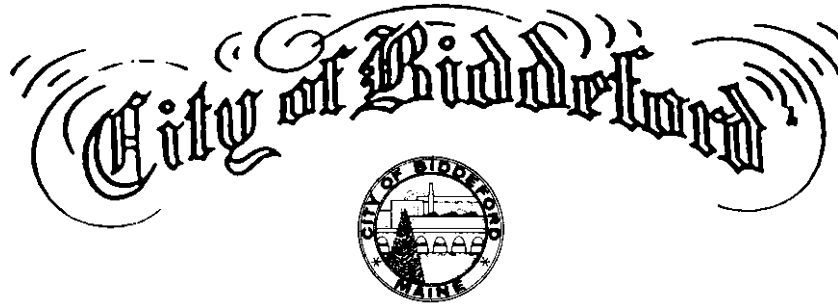
A permit may be denied where:

- (1) The required information is incomplete or incorrect or shows that a person is not otherwise entitled to conduct business as a mobile food vendor.
- (2) The opportunity to issue a permit has been denied due to previous violations as described in this section.

Sec. 22-21.a. Prohibited Conduct.

1. Distance Regulations:

- a. No mobile food vendor shall conduct business within any single-family residential or agricultural zoning district unless otherwise approved in writing by the Code Enforcement Officer.
- b. A mobile food vendor may not be located within 100 feet of the primary entrance of an open and operating fixed-location food service or eating establishment except during city sponsored or other community events.
- c. A mobile food vendor shall not be located within 40 feet from another mobile



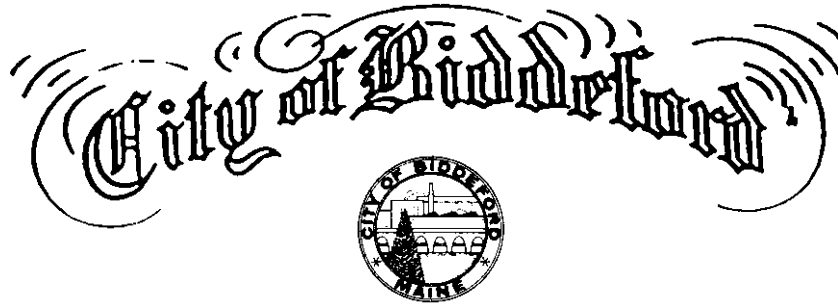
food vendor except during city sponsored or other community events.

2. *A mobile food vendor shall not conduct sales at a stationary location:*
 - a. For a duration exceeding sixty (60) minutes on any public street or public streets adjacent to public parks and recreational facilities, next to fire lanes and no-parking designated areas. Mobile vendors parking on public streets may not move to a new location without prior approval from the City.
 - b. In congested areas where the operation impedes vehicular or pedestrian traffic.
 - c. Between the hours of 1:00 a.m. and 6:00 a.m.
3. *Offenses and regulations*
 - a. It shall be unlawful for any individual as the agent or employee of another regulated under this section to sell edible goods in the city unless it's principal or employer has received a permit under this section.
 - b. A permit issued under this section is not transferable.
 - c. It shall be unlawful for an individual to sell edible goods while displaying a valid permit issued by the city in the name of another individual, organization, or entity.
 - d. It shall be unlawful for any individual directly or through an agent or employee to sell goods within the corporate limits of the city after the expiration of the permit issued by the city under this section.
 - e. It shall be unlawful for an individual directly or through an agent or employee to misrepresent on the permit affidavit any acts that are regulated under this section.
 - f. It shall be unlawful for any individual directly or through his agents or employees to represent that the issuance of a permit by the city constitutes the city's endorsement or approval of the product for sale.

Sec. 22-21.b. Mobile Food Vendor Requirements.

The following regulations shall apply to mobile food vendors:

- a. Each unit shall be equipped with a portable trash receptacle, and shall be responsible for proper disposal of solid waste and waste water in the sanitation facility legally accessed by the food service establishment. All disturbed areas



must be cleaned following each stop to a minimum 20 feet of the sales location.

- b. Mobile food vendor may not have a drive through.
- c. Continuous music or repetitive sounds shall not project from the mobile unit.
- d. A five-foot clear space shall be maintained around the mobile food vending unit.
- e. All mobile units shall have a gray water holding tank.
- f. The mobile unit will be subject to inspection upon permit application through the code enforcement, health department and the fire department, and may be subject to random inspection and upon reissuance of the permit.
- g. No sales are allowed within public park facilities while park concession units are operating. Mobile units operating in public parks and on streets adjacent to public parks or recreational facilities requires approval by the City's Recreation Director.

February 20, 2018

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

Motion by Councilor McCurry, seconded by Councilor Ready to table the ordinance so that the language can be further reviewed and Council concerns can be addressed.

Vote: Unanimous.

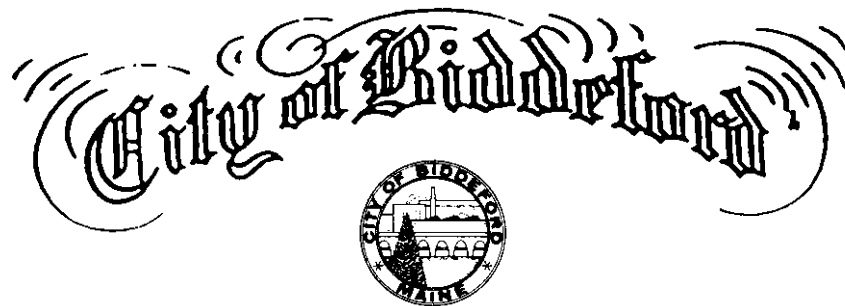
March 6, 2018

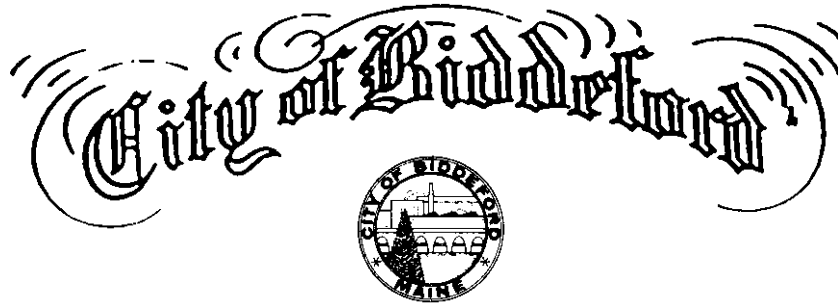
Motion by Councilor McCurry, seconded by Councilor Foley to remove the ordinance from the table.

Vote: Unanimous.

Motion by Councilor McCurry, seconded by Councilor Quattrone to grant the first reading of the ordinance.

Vote: Unanimous.





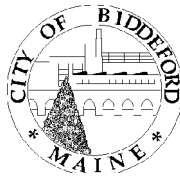
2018.24

IN BOARD OF CITY COUNCIL..MARCH 20, 2018

BE IT ORDERED, that the City Manager be authorized to sign a contract with Dearborn Brothers Construction, Inc. of Buxton, Maine for the construction of the Hills Beach Road Drainage Improvement Project as per the bid submitted and opened on March 9, 2018, in the amount of \$122,590. Funding for this work to be provided from the 2015 Road Improvement Bond account code 31374-60300 and 60400.

.

NOTE: Both the Finance Committee and the Capital Projects will review this item at their March 20, 2018 meeting.



City of Biddeford, Maine

TO: Finance Committee and City Council
FROM: Tom Milligan, P.E., City Engineer and Director of Wastewater

DATE: March 14, 2018

SUBJECT: Hills Beach Road Drainage Improvement Project

Cc: Alan Casavant, Mayor; James Bennett, City Manager; John McCurry, Council President; Jeff Demers, Director of Public Works; John Malloy

The City of Biddeford requested bids by public advertisement in the Journal Tribune and the City's Website for the Hills Beach Road Drainage Improvement Project. The bids were opened March 9, 2018.

The project involves the installation of 985 feet of storm drain and catch basins on Hills Beach Road.

The construction will be funded from the 2015 Road Improvement Bond as approved by voters, account code 31374-60300 and 60400.

Five firms submitted bids for the project. They ranged from \$122,590 to \$180,956.30

Bid Order by Price	Firm	Amount
1	Dearborn Brothers	\$122,590.00
2	Woods Excavating	\$134,311.00
3	Pratt & Sons	\$145,981.00
4	Aceto Construction	\$179,878.90
5	Shaw Brothers	\$180,956.30

Of the responsible and responsive bidders, Dearborn Brothers Construction Inc. of Buxton, Maine submitted the lowest bid. Based on a review of the bids, check of references, prior satisfactory work on City projects, Dearborn Brothers Construction, Inc. appears to have met all the requirements of the bidding process. **Therefore, we recommend that Dearborn Brothers Construction, Inc. be awarded the contract.**

All work associated with the drainage work portion of the project shall be completed by May 18,

2018.

We respectfully ask for Finance Committee and City Council approval of the award of the Hills Beach Road Drainage Improvement Project contract to Dearborn Brothers Construction, Inc. so that construction on this project can begin as soon as possible.

Hills Beach Road Drainage Project

Legend



Google Earth

© 2018 Google



300 ft

PUBLIC NOTICES

which carry (BQ) capital
days of the last quarter
which released by the Owner.
The successful bidder shall
be required to furnish a per-
formance bond and pay-
ment bond each for 100%
of the contract price.
The City of Bismarck re-
serves the right to reject
any or all bids, to waive any
technical or legal deficien-
cies, to amend any bid that
it may desire to be in the
best interests of the City of
Bismarck, to negotiate the
contract price with any Bid-
der, and to award any work
to some deemed adequate for
the interest of the City of
Bismarck.
(2/15/81)

puzzle No. 14 cost 2 large
300 game format Dad
stayed 2-4 and 294-9744

2018 MAINE
HIGH
SCHOOL



**WRESTLING
CHAMPIONSHIP**

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Milligan, Tom

From: Milligan, Tom
Sent: Wednesday, February 21, 2018 2:10 PM
To: Milligan, Tom
Subject: ads

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Current RFP's , RFQ's

The Lincoln Mill Wall Rehabilitation Project 2018

Tuesday, February 13, 2018 at 4:30 PM

Hills Beach Road Drainage Improvement Project

Friday, February 16, 2018 at 4:40 PM

Main Street Sidewalk Improvement Extension Project (2018) Phase 2"

Tuesday, February 20, 2018 at 10:55 AM



SHAW BROTHERS CONSTRUCTION, INC.
341 Mosher Road., P.O. BOX 69 GORHAM, ME 04038
☐ (207) 839-2552 ☐ Fax (207) 839-6239
 Web Site: www.shawbrothers.com

PROPOSAL

PROPOSAL SUBMITTED TO: City of Biddeford, Maine	CC: File	DATE: March 9, 2018
ADDRESS: 371 Hill Street	JOB NAME: Sea Wall Repairs	FAX: 207-286-9395
CITY, STATE, AND ZIP Biddeford, Maine 04005	JOB LOCATION: Fortunes Rock Rd. & Ocean Ave.	PHONE: 207-282-1579
ATTN: Jeff Demers	E-MAIL ADDRESS: jdemers@biddefordmaine.org	CELL PHONE: 207-229-3376

Shaw Brothers is pleased to quote the following **hourly and unit prices** for the repair of storm damage from winter storm 'RILEY', a major Nor'easter, that hit the New England Coast on Friday March 3rd thru Monday March 5th 2018. ***A breakdown of our Pricing is as follows.***

Description	Quantity	Unit	Price	Total
<i>General Conditions</i>				
Dig Safe	1	ls	\$1,000.00	\$1,000.00
Portable Toilet	2	mo	\$250.00	\$500.00
Equipment Moves, Tractor w/ 55 Ton Lowbed	32	hours	\$140.00	\$4,480.00
Traffic Control - Flagger with signs, cones and pickup	240	hours	\$75.00	\$18,000.00
<i>Fortunes Rock Road - Sea Wall Repair</i>				
100,000# Excavator with Grapple	200	hours	\$325.00	\$65,000.00
Supply Heavy Rip/Rap (from MDOT Sarah Long Bridge Project)	1500	cy	no charge	
Trucking of Heavy Rip/Rap	1500	cy	\$10.00	\$15,000.00
<i>Ocean Avenue/Bay Street Repairs</i>				
Pavement Saw Cut	134	lf	\$10.00	\$1,340.00
Common Excavation (120 lineal feet of Roadway)	35	cy	\$50.00	\$1,750.00
Base Course Gravel, MDOT Type -A, (supply, place compact)	35	cy	\$30.00	\$1,050.00
Finegrade	228	sy	\$7.50	\$1,710.00
Paving Mobilization	1	ls	\$1,500.00	\$1,500.00
Hand Placed Bituminous Pavement	10	ton	\$150.00	\$1,500.00
Binder Pavement (2") MDOT 19MM HMA	26	tons	\$135.00	\$3,510.00
Sweeping in preparation for surface paving	4	hr	\$125.00	\$500.00
Tack Coat	42	gallons	\$12.00	\$504.00
Surface Pavement (1.1/2") MDOT 12.5MM HMA (890 lineal feet)	140	tons	\$85.00	\$11,900.00
<i>Granite Point - Sea Wall and Roadway Repairs</i>				
80,000# Excavator with Grapple	40	hours	\$245.00	\$9,800.00
Supply Heavy Rip/Rap (from MDOT Sarah Long Bridge Project)	311	cy	no charge	
Trucking of Heavy Rip/Rap	311	cy	\$10.00	\$3,110.00
Pavement Saw Cut	40	lf	\$10.00	\$400.00
Common Excavation (350 lineal feet of Roadway)	107	cy	\$50.00	\$5,350.00
Base Course Gravel, MDOT Type -A, (supply, place compact)	107	cy	\$30.00	\$3,210.00
Finegrade	662	sy	\$7.50	\$4,965.00
Paving Mobilization	1	ls	\$1,500.00	\$1,500.00
Binder Pavement (2") MDOT 19MM HMA	73	tons	\$135.00	\$9,855.00
Sweeping in preparation for surface paving	4	hr	\$125.00	\$500.00
Tack Coat	17	gallons	\$12.00	\$204.00
Surface Pavement (1.1/2") MDOT 12.5MM HMA (350 lineal feet)	55	tons	\$85.00	\$4,675.00

<i>Vines Landing Boat Granite Boat Ramp Repair (20' X 36')</i>				
<i>Vines Landing will be completed on a Time and Materials Basis, the following are budetary allowances</i>				
Supply Granite Slabs (Allowance)	1	ls	\$5,000.00	\$5,000.00
Labor and Equipment Allowance	2	days	\$5,500.00	\$11,000.00
			Total =	\$188,813.00

Exclusions:

Loam, Seed & Mulch Restoration

We Propose hereby to furnish material, labor and equipment to complete the work described above for the sum of:

See Above

-----**See Above**-----

Payment to be made as follows: Net 30 days

Interest at 1.5 percent per month on accounts over 30 days. Collection costs and reasonable attorney's fees will be added to account.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. All alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized
Signature

John Garwin

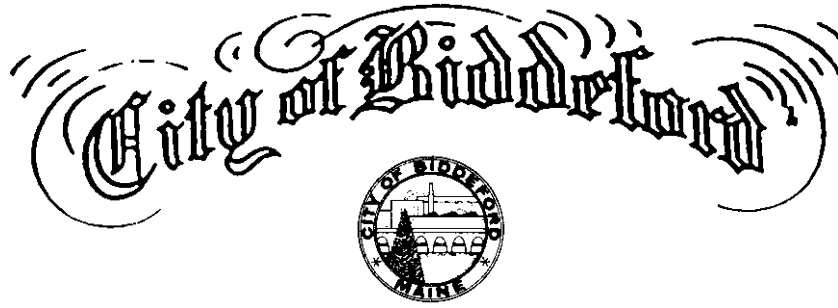
NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance:

Signature



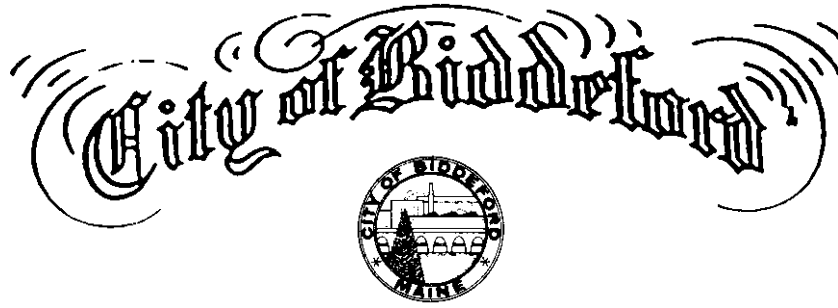
2018.25

IN BOARD OF CITY COUNCIL..MARCH 20, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does here by approve a contract with Shaw Brothers Construction, Inc. of Gorham, Maine in the amount of \$188,813 for the emergency repair of the following:

- Ocean Avenue road and seawall repair
- Granite Point Road and seawall repair
- Fortunes Rocks Road and seawall repair
- Vines Landing ramp repair

NOTE: This item will be considered at the March 20, 2018 Finance Committee Meeting.



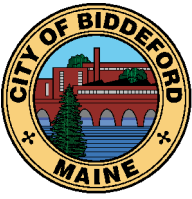
2018.26

IN BOARD OF CITY COUNCIL.MARCH 20, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the design authority for the parking garage design as follows:

1. All major policy, major design and total expenditure impact decisions shall be made by the City Council.
2. All minor design features shall be delegated to insert committee (suggest Mayor's Downtown Task Force).
3. All remaining issues shall be made by the City Manager and/or his designee.
4. The Mayor and City Council President are empowered by the City Council to determine the appropriate approval authority for all decisions.

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:	March 15, 2018
RE:	Parking Garage Decision Making Authority

With the vote to authorize the parking garage design there will be a number of decisions that will have to be made before the engineers will complete the task. The process to make those decisions will likely have more interest than a typical public building/infrastructure project. With it being the first in the community and the public interest, it is my recommendation that a clear direction be set by the Council regarding the decision authority.

I suggest that there be three levels of authority on the project. They are as follows:

- *Policy and total expenditure decisions:* all major decisions regarding the design of the garage should be made at the Council level. To achieve some level of clarity, the following are examples of the types of decisions that would require Council authority:
 - o The overall architectural design
 - o Sizing decisions as it impacts the total cost and parking capacity
 - o Inclusion of other types of uses in the garage, i.e. transportation center, commercial space, etc.
 - o Connectivity capacity to proposed buildings on the site
 - o Initial capital costs vs higher/lower maintenance cost
- *Minor design features:* with regards to “less community impactful” decisions on the design of the garage, the elected body should have some overview capacity but not be encumbered by the administrative hurdles of a full City Council meeting. To achieve these goals, a smaller group or committee should be empowered by the Council to make these decisions on their behalf. Instead of establishing a new committee to server in this role, staff would suggest that you use an existing committee. It would appear that the logical group might be the Mayor’s Downtown Task Force. In addition to make these decision, the group may also weigh in and make formal recommendations on all items that would appear before the City Council for approval. Examples of decisions that would be left with this subgroup might include:
 - o Traffic flow
 - o Minor design features
 - o Interior type design features
- *Administrative decisions:* all other decisions that are not included above will be made administratively by staff. These decisions would be related to the items that include the normal day to day operational items *which do not impact policy*. To illustrate, the connectively of the pay system within the garage would be an administrative decision. The decisions around the

205 Main Street

Biddeford, ME 04005

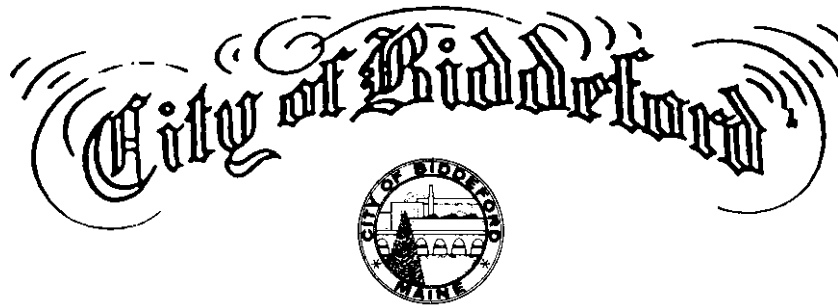
Phone: 207.284.9313

Fax 207.571.0678

pricing for users would be a policy decision. Decisions related to the types of payment would be administratively made. Sign placements would also be administratively made. Location of entrances and exits (both vehicle and pedestrian) would be administratively made.

Finally, I fully expect that there will be some questions along the way regarding which category a decision should be in. If such an issue arises, the Council would delegate that decision making process to the Mayor and City Council President.

On Tuesday evening, I am suggesting that the Council pass the following order:

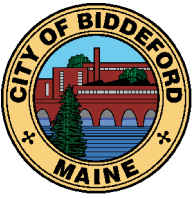


2018.27

IN BOARD OF CITY COUNCIL..MARCH 20, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve a process for development of a downtown parking management plan that includes at least three public meeting opportunities for input, a process to allow written input, including through electronic communication, directs staff to compile and document public input, instructs staff to prepare a draft a downtown parking management plan with consideration given to received public comment, and further directs the Downtown Development Commission to assume a leading role in reviewing and making recommendations to the City Council on the same. Said work shall be completed within sixty (60) days of this order.

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:	March 16, 2018
RE:	Establishment of a Parking Program Process

With the votes last week to proceed to the next major decision point on the parking garage, the next step in the process is to actually design the parking management plan. Contrary to some beliefs, there is no actual 'plan'.

For the purpose of clarity, it is important to recap officially where the City is regarding a parking plan. The Council has made it clear that the construction of a parking garage would need to be funded by something other than general fund property taxes; i.e. it cannot increase the property tax rate.

Staff proceeded on the assumption that the parking structure would be paid for using two funding sources; namely parking fees and increased funding into the TIF account by valuation growth. Staff created a financial assumptions model, also referred to as "the pro forma" to demonstrate a comprehensive evaluation of expenses and revenues. The modeling prepared by staff provided TIF valuations that were based on very conservative assumptions. For example, there was no change in either the property tax rate or the valuation over the life of the TIF, with the exception of known projects (such as the Lincoln Mill). Obviously, the assumption is highly unlikely.

The second assumption addressed the parking fees. To achieve a forecast, staff had to make certain assumptions within the model. Those assumptions were prepared and provided to the Council. The Council needed to evaluate the viability and reasonableness of the assumptions in order to determine if the first major goal (the garage would not increase the property tax rate) was being met. In the end, a majority of the Council made that determination.

The vote to proceed did not, however, serve as an endorsement of the assumptions. In fact, the Council had limited discussion on those assumptions. The task at hand is to now formally begin the process of determining the actual parking policy and how the policy will impact the downtown area.

Current Public Policy

Currently the city provides public parking at no cost to the user. All costs associated with public parking are borne by the general fund budget or more appropriately, the property taxpayers. These costs include not only the capital funds to construct the parking but also ongoing maintenance.

The current parking garage debate centers on several public policy questions regarding parking. In considering parking systems, these include:

1. Switching parking to a user based system;

205 Main Street

Biddeford, ME 04005

Phone: 207.284.9313

Fax 207.571.0678

2. Requiring parking to be paid for by private users;
3. If maintaining the current system of taxpayer support for parking, how does the community find the resources to pay for the new demand;
4. Blending the current status of publicly supported parking, but requiring all future parking to be paid for through private sources; or,
5. Be a blend of having long-term parking paid for by the user and maintaining short-term (turn over) parking through a parking fund but not the user.

The public debate regarding how to deal with future parking demands in the downtown area is further impacted by the public vote to bar parking meters in the downtown area. This point is merely raised to recognize that it is not one that is ignored in the development of a plan (and by implication policy), but is known and must be complied with. Nor should it be understated that there are very strong and different opinions as to what compliance means.

Next Steps: Development of a Parking Plan and Policy

The next step in the process is to actually develop a parking plan for the downtown. Obviously, staff has developed a significant amount of base information and assessed the parking inventory. This information will be used for the development of the formal plan. It is suggested that the Council consider the following process.

Phase I: Information and Opinion Gathering

For this phase we suggest four opportunities for interested parties to provide information and public comment prior to formal plan development. The four opportunities are:

1. A public meeting held by staff;
2. A public meeting held by the City Council;
3. A public meeting held by the Downtown Develop Commission (DDC); and,
4. A formal comment process, where citizens/interested parties are able to submit written comments both as hardcopy and electronically.

It is at this stage that individual businesses, residents or other interested parties are able to provide comment and suggestions. For example, while staff included time limited (15 min) spots in the Washington St lot in the financial model, it was done without any consultation with the public. Staff recommends that the information and opinion gathering phase be completed within thirty days.

Phase II: First Draft of Plan

After receiving and analyzing public comments, a draft plan would be prepared by staff. The plan would then be made public and passed to the DDC. The DDC would serve as a reviewing entity for the plan. After reviewing the plan, the DDC would document the review and formally make recommendations that it deems appropriate. The information would be forwarded to the City Council.

The plan should include very specific components intended to address all of the details of the parking management plan, including but not limited to, locations, time limits, and other related issues.

Phase III: Council Consideration

In this phase, the Council would consider the plan and the recommendations that are being made by the DDC. The Council would also have access to all of the public input obtained. If so requested, staff would provide additional analysis and an opinion on implications (positive and negative) for any of the proposed recommendations. To illustrate, if the alternatives being considered involve a change in the current policy, how would/could the current practices be changed to make the overall public parking policy consistent. The process will likely include public input/comment on the final version of the plan for Council consideration prior to a vote on the matter.

Phase IV: Decision(s) Are Made

Following Council consideration, the Council would then make the affirmative decision(s) needed to proceed on to other matters.

Conclusion

There are a couple of certainties in the opinion of staff. First, while there is no formal parking plan, many believe there is. Therefore, staff recommends a strong outreach process designed to disseminate information in a timely manner and to allow interested parties to express their opinion and provide input. We are suggesting a more inclusive process than normally expected.

Second, while most citizens do not think about government decisions in terms of public policy, this decision has major policy implications related to current practices. The public should be aware that the Council is aware of this burden and makes all policy decisions with an appreciation for how each decision affects the future.

Third, the developed parking management plan needs to be understood by the public from the perspective of content, rationale behind its development, and policy implications. The plan should be developed in such a way that any alternatives and their respective implications are clear and understandable.

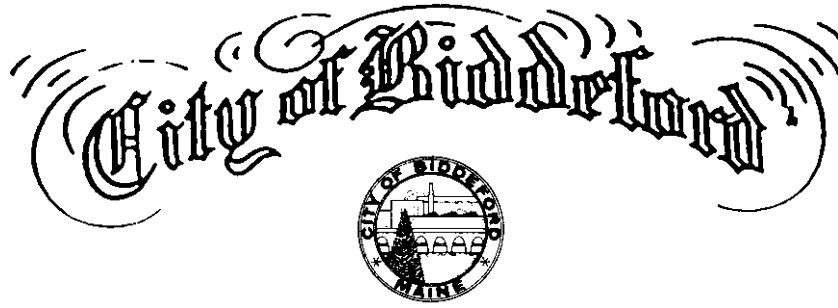
Finally, the parking management plan issue needs to be resolved within a reasonable time frame.

Staff is requesting a more comprehensive process, one that involves greater outreach, than is required by Charter. The Council needs to approve the formal parking management plan development process and provide a directive to proceed. Hence, if the Council believes that this outline is acceptable, then we suggest the following order:

2018.27

IN BOARD OF CITY COUNCIL..MARCH 20, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby approve a process for development of a downtown parking management plan that includes at least three public meeting opportunities for input, a process to allow written input, including through electronic communication, directs staff to compile and document public input, instructs staff to prepare a draft a downtown parking management plan with consideration given to received public comment, and further directs the Downtown Development Commission to assume a leading role in reviewing and making recommendations to the City Council on the same. Said work shall be completed within sixty (60) days of this order.

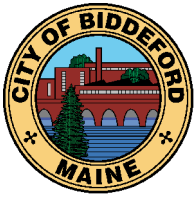


2018.28

IN BOARD OF CITY COUNCIL..MARCH 20, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the creation and utilization of a Reserve Account to be used to pay Interns/Management Analysts in the amount of thirty five thousand dollars (\$35,000).

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:	March 19, 2018
RE:	Reserve Account for Interns/Management Analyst

On Tuesday evening, we are requesting that the Council authorize the creation as well as the authority to spend from a new reserve account in order to hire two summer interns this year. It is our belief that the funds allocated will be well served in accomplishing some of the items on the Council goals that were established. We also believe that the intern approach will be one of the most cost effective ways to achieve outstanding results in those areas.

The long term vision is to have at least one intern position (which will be given the appropriate title of Management Analyst) annually. We believe the City is well positioned to attract very qualified applicants who would benefit from the unique experience that we would offer. Funding for the intern next year is included in the proposed FY19 budget (part 1) within the general administration budget.

If approved, the intention is to work on two specific areas. The first area is to assist the City in developing a communications plan that will include areas the city has been utilizing, i.e. social media. The specific goals which the Management Analyst would work on include:

- 2018-24. Evaluate social media opportunities and develop new strategy
- 2018-25. Communications strategy
- 2018-26. Evaluate the success of the 'Biddeford Beat'
- 2018-52. Find ways to bring the government to the people

The second area would be to work on a couple of the larger goal items in the Human Resources Department. Given the staffing challenges in that department, those goals have been largely uncompleted. These include the following goals:

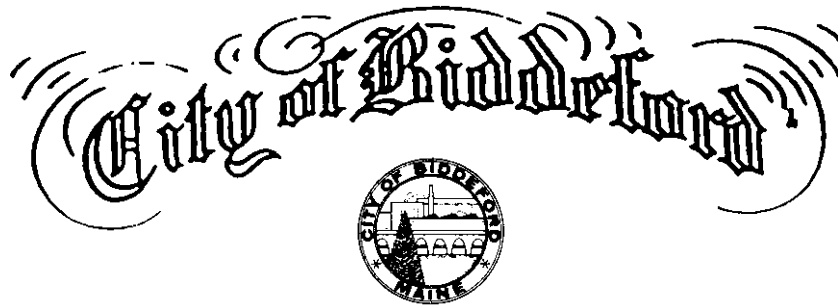
- 2018-2. Succession planning
- 2018-3. Development & Training

To fund this current year's request, I am asking that the Council do this as it has with other 'summer' type positions; create a reserve account that would also allow the City to spend out of that account during the two budget years (but one summer) for the position. To achieve these goals, \$35,000 would be requested. The suggested order would be:

2018.28

IN BOARD OF CITY COUNCIL..MARCH 20, 2018

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the creation and utilization of a Reserve Account to be used to pay Interns/Management Analysts in the amount of thirty five thousand dollars (\$35,000).

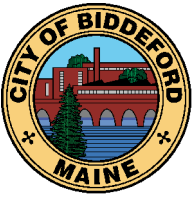


2018.29

IN BOARD OF CITY COUNCIL..MARCH 20, 2018

BE IT ORDERD, that the City Council of the City of Biddeford does hereby authorize the creation and utilization of a Reserve Account to be used to pay for Community Service Officers in the amount of thirty thousand dollars (\$30,000).

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:	March 15, 2018
RE:	Creation of Community Service Officers Request Account

As outlined during the last week of budget dialogue, the Police Chief and I are formally asking to endorse a plan to create new part time positions with the Police Department. The new positions, at this point identified as Community Service Officers (CSO). These would be employees that do not have arrest authority.

Based on similar successful models in other states, these officers would be used to perform certain work that is currently being done by Police Officers that do not require a law enforcement certification. The usual example is the work that needs to be done at a minor automobile accident.

As the Council is aware, the hiring of qualified law enforcement officers is a national challenge that has also become a major concern in Maine. Despite our very competitive wage and benefit package, our community is experiencing a similar challenge. It is further complicated with the increase in eligible retirees over the next few years.

There are two causes of reduction in the authorized staffing levels. Besides the obvious time delay between a separation of the previous employee and the hiring of a new employee, there also remains a period of time before the new officer is cleared to effectively serve independently. That time can be reasonable when we hire an experienced officer. It is in excess of 6 months when the person is brand new to the profession and needs to attend the academy. For a large portion of that time, shifts are back filled with an officer on overtime. The challenges and expense of this practice is growing with little expectation of change.

We believe that the City could both provide a higher level of service as well as save financially with the creation of the CSO positions. To achieve this, we are suggesting the following process:

1. *Establish a dedicated reserve account of \$30,000:* this fund would be used to fund the expenditures for the program. At the end of the fiscal year, any use of the fund would be evaluated against the savings within the Police budget. In theory, there should be savings that would be obtained. Vis a Vis in the funds not used when positions remain unfilled and/or reduction in overtime.
2. *Authorize the use of the fund:* Once the fund is established, a vote to authorize using the funds for the purpose would be required.

On Tuesday night, we are asking for the Council's endorsement of the plan as well as the funding of the reserve. By using this approach, we would not be adding to the operating budget. Once established,

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we would be creating a fund that would be replenished from the current operating budget savings. Finally, it should be made clear that this approach is not intended to reduce the amount of sworn officers that are currently authorized. Nor would it be used to reduce the normal operating proceeds that we use in establishing shift coverage.

Specifically, we are requesting that the Council pass the following order:

2018.29

IN BOARD OF CITY COUNCIL. MARCH 20, 2018

BE IT ORDERD, that the City Council of the City of Biddeford does hereby authorize the creation and utilization of a Reserve Account to be used to pay for Community Service Officers in the amount of thirty thousand dollars (\$30,000).