

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL FOURNIER (A/L)
BENJAMIN GRANT (A/L)



SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

CITY COUNCIL MEETING - JUNE 2, 2025

The Portland City Council will hold a City Council Meeting in Council Chambers. The Honorable Mark Dion, Mayor, will preside.

To submit written public comment on an agenda item, email publiccomment@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the Council meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the order number (see below).

The City Council will conduct this meeting from Council Chambers, located on the second floor of City Hall.

<https://portlandme.portal.civicclerk.com/event/7610/media>

PLEDGE OF ALLEGIANCE:

ROLL CALL:

5:00 P.M. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS:

ANNOUNCEMENTS:

RECOGNITIONS:

PRESENTATIONS:

SPECIAL MEETING:

Order 223-24/25 Order Amending the Portland Development Corporation Bylaws - Sponsored by Danielle P. West, City Manager

The Portland Development Corporation Board of Directors met on May 15, 2025, and voted 7-0 (Grant absent) to recommend to the City Council approval of an amendment to the Bylaws. This amendment would state a motion may be passed by a majority of the Board of Directors present with a quorum. The current bylaws, specifically the verbiage in Section 5.6, are unclear and could be interpreted to mean that a motion could pass even if it receives less than a majority of votes if nine or more Directors are present.

Five affirmative votes are required for passage after public comment.

Order 224-24/25 Approving the Portland Development Corporation Storefront Improvement Revolving Loan Program and Guidelines - Sponsored by Danielle P. West, City Manager

The Portland Development Corporation Board of Directors met on May 15, 2025 and voted 8-0 to recommend to the City Council the creation of a new revolving loan program. This program would be administered by the Portland Development Corporation (PDC), capitalized by the Downtown Transit Oriented Development (TOD) Tax

Increment Financing (TIF) District in the amount of \$250,000. Loans will be used to support façade improvements and other upgrades to improve the activation of the commercial storefronts in the Downtown TOD TIF District. Loans would be provided at no interest and up to \$20,000 per loan for a maximum 5-year term.

Five affirmative votes are required for passage after public comment.

APPROVAL OF MINUTES OF PREVIOUS MEETING:

City Council Meeting Minutes - May 19, 2025

PROCLAMATIONS:

Proclamation 42-24/25 Recognizing June 19, 2025 as Juneteenth - Sponsored by Mark Dion, Mayor

Proclamation 43-24/25 Recognizing June 2025 as Immigrant Heritage Month - Sponsored by Mark Dion, Mayor

APPOINTMENTS:

Order 225-24/25 Appointing Phil Doughty as the Information Technology Director - Sponsored by Danielle P. West, City Manager

Approval of this agenda item will confirm Phil Doughty as the City's Director of Information Technology (IT) and set his salary at \$137,533. Phil was selected following a national recruitment and an intensive candidate screening process that included careful screening for qualifications, multiple interviews and engagement with department staff.

Phil has served the City's IT Department as IT Systems Administrator since April 2024. Prior to this, he served Portland Public Schools as both Assistant Director and Director of Information Technology. He is a graduate of the NorthEast Technical Institute and holds numerous certifications. With an effective blend of technical knowledge, public management experience, and strong communication skills, Phil is prepared to secure and strengthen our central IT systems, data, and infrastructure while placing strong emphasis on end-user needs.

To make this item effective immediately, staff is requesting that this item be passed as an emergency so that Phil can assume this role on June 3, 2025. Seven affirmative votes are required for passage as an emergency after public comment.

CONSENT ITEMS:

Order 226-24/25 Granting Municipal Officers' Approval of Milne Spirit Works LLC, dba Hardshore Distilling Company. Application for Combined Entertainment at 53 Washington Avenue - Sponsored by Danielle P. West, City Manager

Application was filed on 5/12/25. Existing establishment expanding entertainment.

Five affirmative votes are required for passage of items on the consent calendar after public comment.

Order 227-24/25 Granting Municipal Officers' Approval of Uncle Lucky's LLC, dba Lucky Cheetah. Application for Outdoor Dining on Public Property at 11 Moulton Street - Sponsored by Danielle P. West, City Manager

Application was filed on 5/9/25. Existing establishment adding outdoor dining.

Five affirmative votes are required for passage of items on the consent calendar after public comment.

Order 228-24/25 Granting Municipal Officers' Approval of Big Tree Catering LLC, dba Big Tree Catering at Local 188. Application for Qualified Catering with Outdoor Dining on Public Property at 685 Congress Street - Sponsored by Danielle P. West, City Manager

Application was filed on 5/6/25. Location was previously Local 188.

Five affirmative votes are required for passage of items on the consent calendar after public comment.

BUDGET ITEMS:

THE FIRST READ AND PUBLIC COMMENT OF ALL MUNICIPAL BUDGET ORDERS TOOK PLACE ON MAY 19, 2025. STAFF RECOMMENDS POSTPONING THE SECOND READ, PUBLIC COMMENT, AND COUNCIL ACTION OF ALL MUNICIPAL BUDGET ORDERS TO JUNE 23, 2025.

The City Council Finance Committee voted on May 15, 2025 to recommend passage of FY26 City Manager's Recommended Budget in the amount of \$365,626,127. Passed (3-0).

Order 202-24/25 Approving Fiscal Year 2026 Administrative Fees for City Clerk, Sustainability Office, Fire, Parking, Parks, Recreation & Facilities, Planning, and Public Works - Sponsored by Finance Committee, April Fournier, Chair

This order authorizes administrative charges in the City Clerk's Office (Counter Wedding Ceremony Fees), Sustainability Office (Electric Charging Meter Fees), Fire Department (Non-Billable Transport Fees), Parking Division (Elm & Spring Street Garages Monthly Fees), Parks, Recreation & Facilities Department (Aquatics Fees, Athletic Fields Fees, Cemetery Fees, Golf Course Fees, Ice Arena Pickup Hockey Fee, & Recreation Fees), Planning (Application Fees), and Public Works (Permanent Pavement Restoration Fees).

This item must be read on two separate days. It received its first reading on May 19. Staff recommends this item be postponed to June 23. Five affirmative votes are required for passage after public comment.

Order 203-24/25 Authorizing the City Manager To Enter into Certain Agreements To Implement the Fiscal Year 2026 Human Resources and Certain Fringe Benefits Budgets - Sponsored by Finance Committee, April Fournier, Chair

This order authorizes the City Manager to enter into standard agreements and amendments to standard agreements with providers of services for Fiscal Year 2026 to implement portions of human resources, medical, workers' compensation, and liability budgets.

This item must be read on two separate days. It received its first reading on May 19. Staff recommends this item be postponed to June 23. Five affirmative votes are required for passage after public comment.

Order 204-24/25 Approving the Fiscal Year 2026 Self-insured Liability Program - Sponsored by Finance Committee, April Fournier, Chair

This order establishes the limit of the City's liability as \$400,000 as required by the Maine Tort Claims Act and states the City's commitment to "self-insure" for such liability by approving funds for this purpose.

Five affirmative votes are required for passage. Staff recommends this item be postponed to coincide with consideration of the Appropriation Resolve.

Order 205-24/25 Authorizing the Director of Parks, Recreation & Facilities to Set Fees and Enter Rental Agreements for City Facilities - Sponsored by Finance Committee, April Fournier, Chair

This order would authorize the Director of Parks, Recreation & Facilities or their designee to sign rental contracts and set associated fees. This authorization is required annually.

Staff has historically set fees and signed rental agreements for City facilities including but not limited to Merrill Auditorium, the Portland Exposition Building, Ice Arena, Riverside Golf Course, Portland cemeteries, and Ocean Gateway. These facilities host hundreds of events annually, and fees are determined based on the unique staffing levels and services they require.

The City's Legal Department has created a standard rental agreement. Any changes to the terms of standard agreement, other than pricing, are reviewed by legal prior to being changed.

Venues/programs overseen by this Department are run in a business-like manner and need the flexibility to offer specials and adjust pricing based on market conditions. This order will further reaffirm the practice of these fees being set administratively.

Five affirmative votes are required for passage. Staff recommends this item be postponed to coincide with consideration of the Appropriation Resolve.

Order 206-24/25 Authorizing the City Manager to Enter into Certain Agreements to Implement Fiscal Year 2026 Health & Human Services Budget - Sponsored by Finance Committee, April Fournier, Chair

This order authorizes the City Manager to enter into standard agreements and amendments to those standard agreements to receive reimbursement for services by the Health and Human Services Department. In addition, the City enters into agreements with service providers and landlords to provide services for department programs.

Five affirmative votes are required for passage. Staff recommends this item be postponed to coincide with consideration of the Appropriation Resolve.

Order 207-24/25 Authorizing the City Manager to Accept Scholarship and Trust Donations and Bequests and Enter into Trust Agreements - Sponsored by Finance Committee, April Fournier, Chair

This order authorizes the City Manager to accept and appropriate existing and new scholarship trusts and to enter into standard form trust agreements as approved by Corporation Counsel.

Five affirmative votes are required for passage. Staff recommends this item be postponed to coincide with consideration of the Appropriation Resolve.

Order 208-24/25 Authorizing the Director of Parks, Recreation & Facilities to Accept Donations up to \$10,000 for Parks, Recreation & Facilities Department Programs and City Funds - Sponsored by Finance Committee, April Fournier, Chair

The Parks, Recreation & Facilities Department receives frequent donations for many of the programs it works on and with, like the Land Bank, the Portland Youth Corps, and the Tree Trust. This order will allow the department director to accept donations as much as \$10,000 without needing to receive approval from the City Council.

Five affirmative votes are required for passage. Staff recommends this item be postponed to coincide with consideration of the Appropriation Resolve.

Order 209-24/25 Authorizing Corporation Counsel to Undertake Civil Actions to Collect Delinquent Personal Property Taxes - Sponsored by Finance Committee, April Fournier, Chair

This item will give Corporation Counsel a standing authorization to undertake civil actions to collect any delinquent personal property taxes that arise during the course of the fiscal year. Otherwise, it would be necessary for the City Council to specifically authorize each individual legal action. This general authorization will take the place of the case-by-case approach.

Five affirmative votes are required for passage. Staff recommends this item be postponed to coincide with consideration of the Appropriation Resolve.

Order 210-24/25 Authorizing Non-Union Wage Adjustment - Sponsored by Finance Committee, April Fournier, Chair

This Order authorizes the City Manager to utilize a 3% Cost of Living Adjustment (COLA) for pay adjustments for non-union employees, elected officials, the City Clerk and Corporation Counsel.

This item must be read on two separate days. It received its first reading on May 19. Staff recommends this item be postponed to June 23. Five affirmative votes are required for passage after public comment.

Order 211-24/25 Designating Fiscal Year 2026 Funds for Specific Island Services - Sponsored by Finance Committee, April Fournier, Chair

The municipal budget includes \$45,000 for use on Peaks Island in addition to the funds used to pay for direct and indirect city services. Pursuant to a request from the Peaks Island Council these funds will be used as follows in FY26:

Item A: Summer Bike Program Tickets (CBL): \$250

Item B: Needs-Based PI Resident Tickets (CBL): \$3,000

Item C: PI Student Tickets (CBL): \$450

Item D: Island Taxi (ITS): \$25,000

Item E: Island Compost Project: \$2,400

Item F: Peaks Environmental Action Team fitness station project: \$2,000

Item G: PI Council Administrative Expenses: \$2,250

Item H: Peaks Island Children's Workshop \$ 7,250

Item I: Home Start allocation: \$2,400

This item must be read on two separate days. It received its first reading on May 19. Staff recommends this item be postponed to June 23. Five affirmative votes are required for passage after public comment.

Order 212-24/25 Appropriating \$15,900,000 in Fund Balance - Sponsored by Finance Committee, April Fournier, Chair

This order appropriates \$8,800,000 from Unassigned Fund Balance to provide tax stabilization and support City Health and Human Services operations during Fiscal Year 2026.

This order appropriates an additional \$7,100,000 from Assigned Fund Balance to offset a portion of the final pension obligation bond debt service payment which is due in Fiscal Year 2026.

This item must be read on two separate days. It received its first reading on May 19. Staff recommends this item be postponed to June 23. Five affirmative votes are required for passage after public comment.

Order 213-24/25 Amendment to Portland City Code Chapter 25 Re: Various Fee Increases for Fiscal Year 2026 - Sponsored by Finance Committee, April Fournier, Chair

This amendment increases in the Portland City Code (Chapter 25 Section 25-27(a)(3)): the Sidewalk Permit fee from \$32.50 per day to \$50.00 per day, the Single Lane Closure Permit fee from \$200.00 per day to \$215.00 per day, and the Street Closure Permit fee from \$400.00 per day to \$430.00 per day. All increases would be effective July 1, 2025, the start of Fiscal Year 2026.

This item must be read on two separate days. It received its first reading on May 19. Staff recommends this item be postponed to June 23. Five affirmative votes are required for passage after public comment.

Order 214-24/25 Fiscal Year 2025-2026 Appropriation Resolve - Sponsored by Finance Committee, April Fournier, Chair

The Appropriation Resolve contains the Finance Committee's recommended budget for Fiscal Year 2026 for general municipal purposes in the amount of \$365,626,127. In addition, it contains the Finance Committee's recommended budget for Fiscal Year 2026

for the School Budget of \$162,800,974.

The tax levy based upon the Finance Committee's recommended budget is \$115,430,182 for general municipal purposes and \$127,225,979 for the School Budget.

The Appropriation Resolve also directs the Assessor of Taxes to assess a tax upon all real and personal property liable to be taxed as of April 1, 2025 and sets October 17, 2025 as the tax due date, which may be paid in two installments due October 17, 2025 and on March 20, 2026.

The delinquency rate of interest is set at 8.5% per year, and the abatement rate of interest is set at 4.5% per year.

This item must be read on two separate days. It received its first reading on May 19. Staff recommends this item be postponed to June 23. Five affirmative votes are required for passage after public comment.

Order 215-24/25 Amendment to Portland City Code Chapter 9 re: Funding Amount for Clean Election Fund for Fiscal Year 2025-2026 - Sponsored by Finance Committee, April Fournier, Chair

The Finance Committee Recommended Budget included fiscal year 2025-2026 Clean Elections program funding of \$121,943. This order amends Chapter 9 to adjust program funding for fiscal year 2025-2026 only. City Clerk Ashley Rand agreed this level of funding is sufficient for the upcoming fiscal year.

This item must be read on two separate days. It received its first reading on May 19. Staff recommends this item be postponed to June 23. Five affirmative votes are required for passage after public comment.

Order 216-24/25 Appropriating \$275,000 from Excess Fund for Casco Bay Island Transit District - Sponsored by Finance Committee, April Fournier, Chair

This order appropriates \$275,000 from the Casco Bay Island Transit District Maintenance Fund and Excess Fund pursuant to the lease agreement between the City of Portland and the Casco Bay Island Transit District.

This item must be read on two separate days. It received its first reading on May 19. Staff recommends this item be postponed to June 23. Five affirmative votes are required for passage after public comment.

COMMUNICATIONS:

Communication 12-24/25 Update on U.S. Department of Housing and Urban Development FY 25-26 Community Development Block Grant, HOME and Emergency Solutions Grant Program Allocations - Mary Davis, Housing & Economic Development Division Director

When the City Council approved the Housing and Community Development (HCD) Budgets and Annual Action Plan on May 5, 2025, it was with the understanding that U.S. Department of Housing and Urban Development (HUD) had not released the 2025-2026 formula allocations for the Community Development Block Grant (CDBG), HOME and

Emergency Solutions Grant (ESG) programs. The City Council-approved budgets were developed assuming level program funding. The 2025-2026 formula allocations were publicly announced by HUD on May 14, 2025.

	Estimated Allocation	Actual Allocation	Funding Difference
CDBG	\$1,833,541	\$1,807,636	(\$25,905)
HOME	\$839,923	\$800,654	(\$39,269)
ESG	\$161,998	\$161,146	(\$852)

Council Resolve 9-24/25 authorized proportional adjustments to the HCD budgets to match the actual allocation amounts. Specific program allocation information is included in the backup.

As a communication this item requires no public comment or formal Council action.

Communication 13-25/26 Rent Board Annual Report - Matthew Lax, Rent Board Chair

Attached is the Rent Board Annual Report as required by City Code of Ordinance Chapter 6, Section 6-263(h). It was approved by the Rent Board at the April 23, 2025 Rent Board meeting.

As a Communication this item requires no public comment or formal Council action.

UNFINISHED BUSINESS:

Order 161-24/25 Accepting and Appropriating a \$96,400 State of Maine Community Paramedicine Grant for the Portland Fire Department - Sponsored by Danielle P. West, City Manager

If approved, this grant in the amount of \$96,400 will be used by the Fire Department to expand community paramedicine services. Part of this funding will allow all providers on the Mobile Medical Outreach team, Portland's "Community Paramedics," to attend classes and become certified as Community Paramedics

This item must be read on two separate days. It received its first reading on April 14 and was postponed on April 28 and again on May 19. Five affirmative votes are required for passage after public comment.

Order 220-24/25 Traffic Schedule Amendment RE: Parking Reassignments on Pearl Street and Cotton Street - Sponsored by Danielle P. West, City Manager

On April 9, 2025 the Sustainability & Transportation Committee unanimously recommended to the City Council approval of this order, which would amend the traffic schedule as described below.

The City Council is being asked to approve a reassignment of the no parking along the west side length of Pearl Street between Oxford Street and Kennebec Street. The City's recommendation is to add 2-hour parking from 9AM to 5PM, with six spaces between Kennebec Street and Lancaster Street and eleven spaces between Lancaster Street and

Oxford Street, with a 50-foot gap across from Noyes & Sons to minimize issues with tractor trailers. The City Council is also being asked to approve a reassignment of the no parking along the west side of Cotton Street. The City's recommendation is to add six spaces of Commercial Loading Zone 30 minutes from 9AM to 6PM adjacent to the businesses and six spaces of 2-hour parking from 9AM to 5PM for the rest.

This item must be read on two separate days. It received its first reading on May 19. Five affirmative votes are required for passage after public comment.

Order 221-24/25 Appropriating \$11.5 Million from Jetport Unrestricted Funds - Sponsored by Danielle P. West, City Manager

This item will appropriate \$11.5 million from Jetport unrestricted funds to replace approximately 40,500 square feet of the passenger terminal building roof, relocate Jetport administration offices, relocate the Jetport Operations Center, and develop a new Airport Emergency Operations Center (AEOC). The estimated costs for these projects are as follows:

Passenger terminal building roof replacement (central and east sections):	\$1,900,000
Jetport Administration offices \ Operations Center relocation, and AEOC development:	\$9,600,000
Total:	\$11,500,000

This item must be read on two separate days. It received its first reading on May 19. Five affirmative votes are required for passage after public comment.

ORDERS:

Order 229-24/25 Accepting and Appropriating a \$3,000 Donation from Zoll Medical Corporation to the Portland Fire Department for the National EMS Week Fund - Sponsored by Danielle P. West, City Manager

This \$3,000 donation would provide retroactive funding to the Portland Fire Department. This funds would offset expenses incurred for purchasing food for paramedics in celebration of National EMS Week, which took place from May 18-24, 2025. This annual event honors and celebrates the daily contributions of our dedicated EMS professionals.

This item must be read on two separate days. This is its first reading.

Order 230-24/25 Accepting and Appropriating a \$7,000 Donation from the Masonic Grant Lodge of Maine Portland Chapter for a Lucynt Machine at the Barron Center - Sponsored by Danielle P. West, City Manager

This \$7,000 donation would be used to fund the purchase a Lucynt Machine for use at the Barron Center, A Lucynt Machine is an interactive game system designed for people who have dementia and/or other age-related disabilities. Masonic Chapters all over Maine have been raising money to purchase Lucynt Machines for nursing facilities, and locally, Larry Nelson and his chapter have raised \$7000 for the purchase of such a machine to be

installed at the Barron Center.

This item must be read on two separate days. This is its first reading.

EXECUTIVE SESSION:

ADJOURNMENT: