

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](mailto: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         |
| <b>Total:</b>                                                                        | <b>\$11,500,000</b> |

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:**

**MEMORANDUM**  
**City Council Agenda Item**

**FROM:** Greg Watson, Director  
**DATE:** May 20, 2025  
**SUBJECT:** Order 223-24/25 Order Amending the Portland Development Corporation Bylaws -  
Sponsored by Danielle P. West, City Manager  
**SPONSOR:** Danielle West, City Manager  
(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

**COUNCIL MEETING DATE ACTION IS REQUESTED:**

**1st Reading 6/2/2025**

**Final Action 6/2/2025**

**Can action be taken at a later date: Yes**

**Does this item involve a new contract with the City: No.**

**PRESENTATION:** Greg Watson will be present to answer questions.

**I. SUMMARY**

City Council approval is requested to amend the Bylaws of the Portland Development Corporation to clarify that a majority is necessary to pass a motion of the Portland Development Corporation Board of Directors.

**II. AGENDA DESCRIPTION**

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.

**III. BACKGROUND**

See above.

**IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED**

The intended result of the amended Bylaws is greater clarity on how motions of the Portland Development Corporation shall pass.

**V. FINANCIAL IMPACT**

None.

**VI. STAFF ANALYSIS AND BACKGROUND**

Staff recommends approval of the proposed amendment.

**VII. RECOMMENDATION**

At its meeting on May 15, 2025, the PDC Board unanimously recommended to the City Council that it approve the amended Bylaws to remove the words “at least four” and replace it with “a majority” for a majority of those present at a Board meeting where there is a quorum to vote to pass a motion.

**VIII. LIST ATTACHMENTS**

1. Special Meeting - Amend PDC Bylaws
2. PDC Bylaws Redlined for CC Approval 6-2025

Prepared by:  
Greg Watson, Director  
Date: 05/20/2025

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

**CITY OF PORTLAND**  
**IN THE CITY COUNCIL**

SARAH MICHNIEWICZ (1)  
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KATE SYKES (5)

**ORDER AMENDING THE PORTLAND DEVELOPMENT CORPORATION BY-LAWS**

**ORDERED,** that the Portland City Council, acting in its capacity as sole Corporator of the Portland Development Corporation, hereby amends the By-laws of the Portland Development Corporation in the substantially the form attached hereto.

## **BYLAWS OF PORTLAND DEVELOPMENT CORPORATION**

### **ARTICLE 1**

#### **NAME, PRINCIPAL OFFICE, CORPORATE SEAL**

Section 1.1. Name. The name of this corporation shall be the Portland Development Corporation.

Section 1.2. Principal Office. The principal office for the conduct of the activities of the corporation shall be located at Portland City Hall, 389 Congress Street, Portland, Maine.

Section 1.3. Corporate Seal. The corporate seal of the corporation shall be circular in form and shall bear the words and figures "Portland Development Corporation," the word "Maine" and the year of the corporation's incorporation. The form of such seal may be altered from time to time by the Board of Directors.

Section 1.4. Registered Office. The Registered Office of the Corporation is at 389 Congress Street, Portland, Maine. The address of the Registered Office may be changed from time to time by the Board of Directors or by the Registered Agent.

Section 1.5. Registered Agent. The Registered Agent of the Corporation is the person designated in the Articles of Incorporation, as amended from time to time by the Board of Directors.

### **ARTICLE II** **PURPOSES**

Section 2.1. General Purposes. The Corporation is organized and shall be operated on a non-profit basis to receive donations and contributions in support of the City of Portland economic development efforts that enhance and create business, employment and development opportunities including:

- A. Implement and administer development programs that enhance business opportunities and combat community deterioration in the City of Portland, including, but not limited to, brownfields programs that facilitate development of commercial, multi-family residential, public open space and public recreational properties;
- B. Enhance employment opportunities for members of the Portland community by offering education and counseling services which support businesses in the City of Portland, thereby lessening the burdens of government;
- C. Make recommendations to the City Council with respect to, but not limited to, bond and tax increment financing and the management, acquisition, disposal and general land use of City of Portland property;
- D. Refer requests to acquire property via eminent domain to the City Council; and

E. Acquire, hold, own, manage, dispose or liquidate property, upon City Council approval, for the purpose of advancing economic development and promoting employment opportunities in the City of Portland;

Section 2.2. Powers. This Corporation shall have all such powers as are authorized to non-profit corporations by the Maine Nonprofit Corporations Act. The corporation shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity that would invalidate its status (i) as a corporation which is exempt from federal income taxation as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or (ii) as a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended.

Section 2.3. Prohibition of the Inurement of Assets and Income to Private Persons. The corporation is not organized for pecuniary profit and shall not have any capital stock. No part of its net earnings or of its principal shall inure to the benefit of any officer or director of the corporation, or any other individual, partnership or corporation, but reimbursements for expenditures or the payment of reasonable compensation for services rendered shall not be deemed to be a distribution of earnings or principal.

Section 2.4. Dissolution. If this Corporation is dissolved or its legal existence terminated, either voluntarily or involuntarily, or upon final liquidation of the Corporation, none of its assets shall inure to the benefit of any private individual, and all of its assets remaining after payment of all of its liabilities shall be distributed to one or more organizations which the Board of Directors then determines is qualified both as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, and as an organization engaged in activities substantially similar to those of this Corporation (within the meaning of 13-B M.R.S.A. §407).

Section 2.5 Tax exempt Status. It is intended that the Corporation shall have and continue to have the status of a corporation which is exempt from federal income tax under Section 501(a) of the Internal Revenue Code of 1986, as amended, or successor provisions of federal tax law (the "Internal Revenue Code") as an organization described in Section 501(c)(3) of such Code, and to which contributions are deductible under Section 170(c)(2) and 2055(a)(2) of the Internal Revenue Code which is other than a private foundation as defined in Section 509(A) of the Internal Revenue Code. The Articles of Incorporation and these Bylaws shall be construed accordingly, and all powers and activities shall be limited accordingly.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation; provided that the Corporation shall have the power to make an election under Section 501(h) of the Internal Revenue Code. Likewise, the Corporation shall not participate or intervene in any manner or to any extent in any political campaign on behalf of any candidate for public office. Furthermore, the Corporation shall not engage in any activities that are unlawful under applicable federal, state or local laws, including, but not limited to, activities prohibited for an exempt organization under Section 501(c)(3) of the Internal Revenue Code and regulations thereunder as they now exist or as they may hereafter be amended.

### **ARTICLE III** **MEMBERSHIP**

**Section 3.1. Member.** The sole member of the Corporation shall be the City of Portland, Maine. The sole member of the Corporation shall be referred to as the "Corporator" for the purposes of the Articles of Incorporation and these Bylaws.

**Section 3.2 General.** In addition to the other powers of the Corporator listed in Section 3.3 hereof, the Corporator shall have the responsibility for the election of the Board of Directors of the Corporation, which Board has the ultimate responsibility for governing the Corporation. The rights and responsibilities of the Corporator, may be changed from time to time by an amendment to the Articles of Incorporation (to the extent required by law) and by these Bylaws.

**Section 3.3. Powers.** The Corporator shall have only those rights set forth in the Articles of Incorporation, as restated in these Bylaws. Such rights are as follows:

- A. The establishment of the size of the Board of Directors within the limits described in Section 4.2 hereof;
- B. The election of Directors pursuant to Article IV hereof, with the exception of filling of a vacant Board seat as provided in Section 4.5 hereof;
- C. The removal of Directors from the Board of Directors;
- D. The amendment, restatement, or modification of the Articles of Incorporation or of the Bylaws of this Corporation;
- E. The approval of the sale, lease, or other disposition (excluding by mortgage or pledge for purposes of security) of all, or substantially all, of the assets and property of the Corporation;
- F. The dissolution of the Corporation or its merger with or consolidation with another corporation; and
- G. Any other matter which a majority of the Board of Directors voting on the matter votes to submit to the Member.

**Section 3.4 Annual Meetings.** The Annual Meeting of the Corporator shall be held on such day in the month of September of each year at such place and time as shall be fixed by the Board of Directors. In the event of a failure for any reason to hold an Annual Meeting as aforesaid, any business which may properly be transacted at an Annual Meeting, including the election of Directors, may be transacted at a Special Meeting.

**Section 3.5 Special Meetings.** Special Meetings of the Corporator may be called at any time by the President or a majority of the Directors.

Section 3.6. Notice of Meetings. Notice of all meetings of the Corporator shall be given by the Secretary or in their absence or disability by the President, by mailing or emailing to the Corporator a written notice specifying the time and place of the meeting, such notice to be addressed to the Corporator and emailed or mailed (postage prepaid) at least five (5) but not more than fifty (50) days before the meeting.

Section 3.7. Action by Unanimous Consent. Any action required or permitted to be taken at a meeting of the Corporator may be taken without a meeting as long as consent in writing, setting forth the action so taken shall be signed by the Corporator, and filed with the minutes of the meetings of the Corporator.

Section 3.8. Manner of Acting. The act of the Corporator, present in person or by proxy at a meeting, shall be the valid act of the Corporator.

## **ARTICLE IV** **BOARD OF DIRECTORS**

Section 4.1. Management by Board. The affairs of the Corporation shall be managed by its Board of Directors, which may exercise all powers of the Corporation and do all lawful acts and things necessary or appropriate to carry out the purposes of the Corporation.

Section 4.2. Number of Directors; Eligibility. The Board of Directors shall consist of eleven (11) individuals, nine (9) of whom shall be Directors appointed by the Corporator through the Portland City Council and two (2) of whom shall be ex officio members of the Board pursuant to Section 4 of this Article. No fewer than six (6) of the nine (9) directors appointed by the Corporator must be a resident or property owner in the City of Portland or have an ownership interest in a business that has its principal office in the City.

Section 4.3. Nomination. The Corporator shall receive nominations from the Portland City Council Nominating Committee, which shall supplement its regular Committee recruitment efforts by advertising in the local media and by otherwise publicizing the vacancies as widely as possible.

Section 4.4. Ex Officio Members of the Board of Directors. There shall be two (2) individuals who shall each be deemed an ex officio member of the Board of Directors by virtue of their holding the position of (1) Mayor or City Council member of the City of Portland as appointed by the Corporator; and (2) City Manager of the City of Portland, or their designee.

The provisions of these Bylaws contained in Section 5 regarding term of office, Section 3 regarding nomination of directors and Section 7 regarding vacancies shall not apply to said ex officio members. The City Manager, or their designee, shall be a member of the Board of Directors so long as they continue to serve in the office by virtue of which they were appointed; and the Mayor or City Council member shall be appointed annually; and said members shall enjoy all the rights, privileges and responsibilities of all other member of the Board of Directors, including, without limitation, voting privileges, except, however that no ex officio member may serve as President of the Board of Directors. The Board of Directors may take action by unanimous consent only with the consent of said ex officio member. Ex officio members shall be counted as Directors for

purposes of determination of residency requirements in Section I of this Article. Ex officio members shall be entitled to the same indemnification rights available to all Directors under the law, these Bylaws or otherwise.

Section 4.5. Terms of Office. One (1) Director shall be initially appointed by the Corporator to hold office until the Second Annual Meeting of the Corporation following the incorporation of this Corporation; two (2) Directors shall be initially appointed by the Corporator to hold office until the Third Annual Meeting of the Corporation following the incorporation of this Corporation; and two (2) Directors shall be initially appointed by the Corporator to hold office until the fourth Annual Meeting of the Corporation following the incorporation of this Corporation. The Corporator shall specify the term of office for which each Director is initially appointed. Thereafter, Directors shall be appointed by the Corporator at Annual Meetings of the Corporation to serve as such for a term of three (3) years. Each Director shall serve until their successor shall be duly qualified and appointed. Directors shall be nominated prior to the Annual Meeting of the Corporation. No Director shall succeed themselves for more than two (2) full consecutive terms, provided that no term of less than three (3) years which is served directly in advance thereof shall be counted for purposes of this limitation.

Section 4.6. Voting. Each Director shall be entitled to one (1) vote.

Section 4.7. Vacancies. Any vacancy occurring on the Board of Directors may be filled by the Corporator by appointment of an individual qualifying and eligible for such position. A person appointed to fill a vacancy which occurs other than by reason of an increase in the number of Directors shall serve until the next Annual Meeting of the Corporation.

Section 4.8. Resignation. Any Director may resign at any time by giving written notice to the President of the Corporation. Such resignation shall take effect on the date of receipt or at any later time specified therein.

## **ARTICLE V** **MEETINGS**

Section 5.1. Annual Meeting. The Annual Meeting of the Board of Directors shall be held without call at the Board's Regular Meeting in the month of September, at the principal office of the Corporation or at some other place fixed by the President.

Section 5.2. Regular Meeting. Other Regular Meetings of the Board of Directors may be held, without call, at such place, date and time as shall be fixed from time to time by resolution of the Board of Directors.

Section 5.3. Special Meetings. Special Meetings of the Board of Directors may be called by such persons as are authorized by law to call Special Meetings. The place, date and time of the Special Meeting shall be fixed in the call therefor.

Section 5.4. Notice of Meetings. Notice of each Annual, Regular or Special Meeting of the Board of Directors shall be given by the person or persons calling the same or by the President or

Secretary at least three (3) days in advance thereof. Notice may be given in writing, by email, by telephone, by oral statement or by any other means to the Directors in person or by delivery of a writing to the Director's residence or business address. Notice given in writing by mail shall be deemed given on the day that the same is deposited in the U.S. mail as first class mail, postage prepaid. Neither the business to be transacted thereat, nor the purposes of any Annual, Regular or Special Meeting of the Board of Directors need to be specified in the notice of such meeting, except when otherwise provided by law.

Section 5.5. Conduct of Meetings. The final actions of the Board of Directors shall be taken openly, and subject to provisions of the Maine Freedom of Access Act, deliberations of the Board shall be conducted openly, and the records of their actions shall be open to public inspection.

Section 5.6. Quorum. Six (6) Directors shall constitute a quorum for the transaction of business. The act of a majority at least four (4) of the Directors present at a meeting of the Board of Directors at which a quorum is present shall be the act of the Board of Directors.

Section 5.7. Informal Action by Directors. Action of the Directors may be taken in accordance with the provisions of Section 708 of the Maine Nonprofit Corporations Act, Title 13-B M.R.S.A. In amplification of, and not in limitation of the foregoing, action taken by agreement of a majority of Directors shall be deemed action of the Board of Directors if all Directors know of the action taken and no Director makes prompt objection to such action. Objection by a Director shall be effective if written objection to any specific action so taken is filed with the Secretary of this Corporation within thirty (30) days of such specific action.

Section 5.8. Notice. Whenever under the provisions of the statutes, Articles of Incorporation or these Bylaws notice is required to be given to any Director, such notice must be given in writing by personal delivery, by email, mail, or by telephone, addressed to such Director at his or her address as it appears on the records of the Corporation, with postage or other delivery fees prepaid, or at his or her telephone number as it appears on the records of the Corporation. Notice by mail shall be deemed to be given at the time it is deposited in the United States mail.

Section 5.9. Indemnification. This corporation shall in all cases indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a Director, officer, employee or agent of this corporation, against expenses, including attorney's fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding to the maximum extent permitted by law, including, without limitation, 13-B M.R.S.A. §714 as it may be amended from time to time, and acts additional thereto and supplementary thereof, to which reference is made.

## **ARTICLE VI** **OFFICERS AND AGENTS**

Section 6.1. Officers. The officers of the corporation shall be chosen annually at the Annual Meeting of the Board of Directors, and shall be a President, a Treasurer and a Secretary. One

individual may serve in more than one such office. The Board of Directors may also appoint one or more Assistant Secretaries and Assistant Treasurers.

Section 6.2. Term. Officers shall be elected for a term of one (1) year to serve until the next Annual Meeting of the Board of Directors or until their successors are duly chosen and qualified. Officers may succeed themselves for any period of years. The initial officers shall be appointed by the Board of Directors at their first meeting following incorporation to serve as such until the first Annual Meeting of the Board of Directors.

Section 6.3. Removal. Any officer of the corporation may be removed by the Board of Directors whenever in their judgment the best interests of the corporation will be served thereby.

Section 6.4. Vacancies. Any vacancy in any office (except the office of Director) may be filled by the Board of Directors.

Section 6.5. President. The President of the Corporation shall be elected from among the members of the Board of Directors, provided however that no ex officio member may be permitted to serve as President.

Section 6.6. Treasurer. The Treasurer shall be the chief financial officer of the corporation and, together with the Assistant Treasurer, shall have the responsibility for all corporate funds and securities and shall maintain full and accurate accounts of receipts and disbursements in a book or books kept for that purpose. The Treasurer shall perform such other duties as may be prescribed by the Board of Directors or the President, under whose supervision the Treasurer shall be.

Section 6.7. Secretary. The Secretary shall attend all meetings of Corporation and the Board of Directors and keep minutes of all meetings of the Corporation and the Board of Directors in a book or books kept for that purpose. The Secretary shall perform such other duties as may be prescribed by the Board of Directors or the President, under whose supervision the Secretary shall be. The Secretary, and any Assistant Secretaries, shall have authority to affix the corporate seal to any instrument which requires it, and when so affixed, it may be attested by the Secretary or by any Assistant Secretary.

Section 6.8. The Assistant Treasurer and Assistant Secretary. One (1) Assistant Secretary shall be appointed by the Board of Directors. The individual appointed Assistant Secretary shall be the Director of the Housing and Economic Development Department of the City of Portland and shall be the principal staff person for the Corporation. The Assistant Secretary will have authority to execute documents on behalf of the Corporation should a Board officer not be available to do so. One (1) Assistant Treasurer shall be appointed by the Board of Directors. The individual appointed as the Assistant Treasurer shall be that individual who holds the position of Treasurer for the City of Portland. The Assistant Treasurer shall, together with the Treasurer, have the responsibility for all corporate funds and securities and shall maintain full and accurate accounts of receipts and disbursements in a book or books kept for that purpose. The Assistant Treasurer shall have such other powers and duties as may be prescribed from time to time by the Board of Directors. Assistant Secretaries and Assistant Treasurers shall not be members of the Board of Directors.

Section 6.9. Other Employees. Other employees of the Corporation may be appointed by the Board of Directors, and if so appointed, shall be supervised by, and shall serve under the direction of the Assistant Secretary.

## **ARTICLE VII** **ADOPTION, AMENDMENT**

Section 7.1. Generally. These Bylaws may be amended or repealed or new Bylaws adopted only by the affirmative vote of the Corporator, provided, however, that the Bylaws may not be amended in such a way as to cause the Corporation to lose its status (i) as a corporation which is exempt from federal income taxation as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or (ii) as a corporation to which contributions are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended, or (iii) as a corporation described in Section 170(b)(1)(A)(vi) of the Internal Revenue Code of 1986, as amended.

Section 7.2. Amendments. These Bylaws may be amended solely by the Corporator.

## **ARTICLE IX** **CONFLICT OF INTEREST**

Section 8.1. Avoidance of Conflict or the Appearance of such Conflict. Every Director shall endeavor to avoid conflicts of interest or the appearance of such conflicts or impropriety as provided by state statute, by full disclosure at all times and by abstention in the appropriate circumstances.

Section 8.1. Disclosure. Any Director who has a direct interest in any matter to be considered by the Board shall fully disclose that interest to the Board. If a Director is unsure whether a direct interest exists in a particular matter or if the issue is otherwise raised in good faith, the Director shall disclose the pertinent facts to the Board, and the Board shall determine the issue.

Section 8.3. Abstention. When the Director has so disclosed and is deemed to have a direct interest in a matter, the Director shall abstain from voting on the matter and from otherwise participating in the decision-making process on the matter. Notation of the disclosure and abstention of the Director shall be recorded in the minutes.

Section 8.4. Direct Interest. For purposes of this Article, direct interest in a matter shall mean:

- A. A substantial financial interest of the Director or of the spouse or dependent child of the Director;
- B. A substantial financial interest of any employer, partner, associate, co-shareholder or other co-venturer of the Director;
- C. A substantial financial interest of the Director in any entity which has a substantial financial interest in the matter; or

B. Any other substantial interest of the Director which the Director or the Board believes might reasonably impair the Director's ability to act independently.

ATTEST:

DATE:

Assistant Secretary

**MEMORANDUM**  
**City Council Agenda Item**

**FROM:** Greg Watson, Director  
**DATE:** May 20, 2025  
**SUBJECT:** Order 224-24/25 Approving the Portland Development Corporation Storefront Improvement Revolving Loan Program and Guidelines - Sponsored by Danielle P. West, City Manager  
**SPONSOR:** Danielle West, City Manager  
(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

**COUNCIL MEETING DATE ACTION IS REQUESTED:**  
**1st Reading 6/2/2025**

**Final Action 6/2/2025**

**Can action be taken at a later date: Yes**

**Does this item involve a new contract with the City: No.**

**PRESENTATION:** Greg Watson/3 Minutes

**I. SUMMARY**

At its May 15, 2025, meeting, the Portland Development Corporation Board of Directors voted 8-0 to recommend to the City Council to approve the proposed loan program and guidelines in order to provide financial incentives to improve commercial storefronts in the Downtown TOD TIF District.

**II. AGENDA DESCRIPTION**

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.

**III. BACKGROUND**

This program will use \$250,000 of Downtown Transit Oriented Development Tax Increment Financing to provide no-interest loans of up to \$20,000 to commercial property owners and leaseholder tenants to make upgrades to building façades on highly visible commercial properties in downtown Portland. These investments will support neighborhood safety through improved environmental design and infrastructure investments such as lighting and entryway improvements, encourage accessibility, and enable upgrades to commercial properties.

**IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED**

This loan program is intended to result in improved building façades and storefronts on highly visible commercial properties in downtown Portland; improved neighborhood safety through improved environmental design and infrastructure investments such as lighting and entryway improvements; increased public accessibility and inclusion to address ADA requirements and community needs; and upgrades to properties to support small business growth, pedestrian activity, safety, and future development.

**V. FINANCIAL IMPACT**

There will be no financial impact because this revolving loan program is budgeted at \$250,000 from the Downtown TOD Tax Increment Financing District.

#### **VI. STAFF ANALYSIS AND BACKGROUND**

Staff recommends approval of this new loan program and guidelines to support Downtown commercial activation, neighborhood safety, and future development.

#### **VII. RECOMMENDATION**

At its meeting held on May 15, 2025, the Portland Development Corporation Board of Directors voted unanimously to recommend to the City Council approval of the proposed new loan program and guidelines in order to provide financial incentives to improve commercial storefronts in the Downtown TOD TIF District

#### **VIII. LIST ATTACHMENTS**

1. Special Meeting - Approve PDC New Loan Program
2. 5-15-2025 PDC Approved Loan Guidelines

Prepared by:

Greg Watson, Director

Date: 05/20/2025

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

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

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

**ORDER APPROVING THE PORTLAND DEVELOPMENT CORPORATION  
STOREFRONT IMPROVEMENT REVOLVING  
LOAN PROGRAM AND GUIDELINES**

**ORDERED,** that the new Portland Development Corporation Storefront Improvement Revolving Loan Program and guidelines to support façade and other storefront upgrades in the Downtown Transit Oriented Development Tax Increment Financing District is hereby approved substantially in the form attached hereto.

**No-interest loans for Storefront Improvements in the Downtown Portland Transit  
Oriented Development (TOD) Tax Increment Finance (TIF) District**

**DRAFT PROGRAM GUIDELINES**

Approved by Portland Development Corporation on May 15, 2025

**Program Description**

The City of Portland's no-interest loans for Storefront Improvements program provides financial incentives to commercial property owners and leaseholder tenants for the purposes of addressing the following goals:

- Support upgrades to building façades and storefronts on highly visible commercial properties in downtown Portland;
- Improve neighborhood safety through improved environmental design and infrastructure investments such as lighting and entryway improvements;
- Encourage public accessibility and inclusion to address ADA requirements and community needs;
- Spur investment and upgrades to properties that will support small business growth, pedestrian activity, safety, and future development.

The City has budgeted \$250,000 in Downtown Transit Oriented Development (TOD) Tax Increment Financing (TIF) funds to support façade improvements and other upgrades to improve activation of the commercial storefronts in the Downtown TOD TIF district. The maximum loan amount is \$20,000.

The program is available to BOTH businesses occupying commercial space under a current lease agreement AND commercial property owners, but only one loan will be made per property. (In other words, an owner and tenant cannot both receive a loan for the same storefront.)

The commercial property must be located in the Downtown TOD TIF district of Portland, Maine.

The program can be utilized by businesses in conjunction with the [City's Revolving Commercial Loan Fund \(RLF\) program](#). Active commercial loan recipients are eligible to apply, provided they remain current with their loan payments.

**FOR LEASEHOLDERS:** Funding supports on-site improvements made by a tenant, which are not already covered under an existing lease agreement, or which exceed the improvement allowance agreed to as part of a current lease agreement. Must have written permission by property owner for the proposed project.

FOR COMMERCIAL PROPERTY OWNERS: Funding supports façade, signage and landscape improvements, and other external upgrades to a commercial property.

FOR MIXED USE PROPERTIES: Funds are eligible for dedicated commercial use areas only, unless the proposed project is focused on external enhancements for the entire property (i.e. façade, landscaping, lighting).

**FUNDS ARE LIMITED:**

Applications are not guaranteed funding, and applications are not guaranteed total funding amount requested.

**Program Objective**

The City of Portland seeks applications for a new no-interest loan program focused on upgrades to existing commercial properties in the Downtown TOD TIF District. Improvements made to commercial properties will help recruit and retain quality businesses and promote activation of the streetscape.

**Eligibility Requirements:**

The proposed project must be located in the Downtown Portland TOD TIF district and must conform to existing land use and development code standards. All necessary approvals and/or permits are required prior to the start of any project. The project applicant must be current on all property taxes, fees, judgements, or liens.

**Eligible funding activities:**

- Signage and landscaping
- Exterior lighting (interior lighting is also eligible if it is visible from the street in front)
- Siding and exterior repairs or upgrades, including doors and windows (note: entryway improvements may include barriers or gates with Planning & Urban Development Department approval)
- Improvements to onsite stormwater drainage and treatment
- Pedestrian improvements
- Outdoor furniture and planters located near storefront
- External accessibility improvements
- Security cameras
- Contract labor for installation of eligible activities (up to 50% of loan amount; wages for employees of recipient business are not eligible)

**Ineligible funding activities:**

- Funds cannot be used for general operating expenses including working capital, inventory, purchases, debt repayments, salaries, utilities, and/or rent payments.
- Funds may not be used for gates or barriers in entryways
- Funds may not be used to support the purchase of land or property
- Anything not included in the eligible funding activities.

**Application Process:**

Applications will be reviewed and approved by the Portland Development Corporation, and may require additional information from applicants as part of the review process. A determination of funding award will be based on the overall strength of the application, including alignment with stated program goals; the community benefit of the improvements made; and the overall need of the applicant for funding the project. Preference will be given to storefronts located along highly visible commercial corridors.

**Loan administration:**

No loan shall be made unless and until the proposed workplan has been reviewed and approved by the appropriate City department and/or committee.

Loan proceeds will be disbursed upon completion of the work and receipt of invoices for that work provided to PDC staff administering the loans.

The building must remain as a commercial or mixed-use property for three years following completion of the project.

Loan terms: Up to \$20,000 at zero percent interest for a five-year term. Collateral will be required to secure the loans. Origination fee of 1% of loan amount applies.

**Application Process:**

Online application using Google Forms.

All applications received before the stated deadline will be considered.

**Map of Downtown TOD TIF District (in beige):**

**ZOOM INFORMATION:**

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

<https://portlandme.portal.civicclerk.com/event/7621/media>

**PLEDGE OF ALLEGIANCE:**

Mayor Dion led all present in the Pledge of Allegiance.

**ROLL CALL:**

Mayor Dion called the meeting to order at 5:00pm.

Councilors Present: Councilor Grant, Councilor Sykes, Councilor Ali, Councilor Pelletier, Councilor Michniewicz, Councilor Bullett, Councilor Phillips, Mayor Dion

Councilors Absent: Councilor Fournier

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

Mayor Dion opened the floor for public comment. The following individuals spoke: Joey Burnelle (Paris Street), Lisa Jones (Vera St), Derryen Plante (Holm Ave), Angelic (Portland Resident), Carla Munice (Natural Helper Program), Ethan Tresta (Natural Helper Program/West End), Joelle (Natural Helper Program), Sam Abourn (Dow Street), Michelle Matif (Portland Resident), No name given (Portland Resident), Stephen Scharff (Brackett Street), George Rheault (Hanover Street), John Kachmar (Portland Trails)

**ANNOUNCEMENTS:**

Mayor Dion opened the floor for Council announcements. The following individuals spoke: Councilor Bullett, Councilor Ali

**PRESENTATIONS:**

**APPROVAL OF MINUTES OF PREVIOUS MEETING:**

**City Council Meeting Minutes - May 5, 2025**

Motion was made by Councilor Ali and seconded by Councilor Bullett for passage.

Passage: 8-0 (Councilor Fournier Absent)

Mayor Dion opened the floor for public comment. No one spoke.

**PROCLAMATIONS:**

**Proclamation 36-24/25 Recognizing Mary Bonauto for Her Contributions to Civil Rights - Sponsored by Mark Dion, Mayor**

Councilor Phillips read Proclamation 36-24/25 Recognizing May Bonauto for Her Contributions to Civil Rights into the record.

**Proclamation 37-24/25 Recognizing May 18 to May 24, 2025 as National EMS Week - Sponsored by Mark Dion, Mayor**

Councilor Bullett read Proclamation 37-24/25 Recognizing May 18 to May 24, 2025 as National EMS Week into the record.

**Proclamation 38-24/25 Recognizing May 18 to May 24, 2025 as Arbor Week - Sponsored by Mark Dion, Mayor**

Councilor Michniewicz read Proclamation 38-24/25 Recognizing May 18 to May 24, 2025 as Arbor Week into the record.

**Proclamation 39-24/25 Recognizing June 2025 as LGBTQ+ Pride Month - Sponsored by Mark Dion, Mayor**

Councilor Sykes read Proclamation 39-24/25 Recognizing June 2025 as LGBTQ+ Pride Month into the record.

**Proclamation 40-24/25 Recognizing May 2025 as Jewish American Heritage Month - Sponsored by Mark Dion, Mayor**

Councilor Ali read Proclamation 40-24/25 Recognizing May 2025 as Jewish American Heritage Month into the record.

**Proclamation 41-24/25 Recognizing May 2025 as Older Americans Month - Sponsored by Mark Dion, Mayor**

Councilor Phillips read Proclamation 41-24/25 Recognizing May 2025 as Older Americans Month into the record.

**CONSENT ITEMS:**

**Order 198-24/25 Declaring July 26, 2025 the 23rd Annual Greater Portland Festival of Nations - Sponsored by Danielle P. West, City Manager**

Orders 198-24/25 through Orders 201-24/25 were all read and passed as consent items. Public comment was taken on all orders together.

Motion was made by Councilor Ali and seconded by Councilor Sykes for passage.

Passage: 8-0 (Councilor Fournier Absent)

Mayor Dion opened the floor for public comment. No one spoke.

**Order 199-24/25 Granting Municipal Officers' Approval of El Luchador Holdings LLC, dba Terlingua Outpost. Application for Class I FSE at 34 Washington Avenue - Sponsored by Danielle P. West, City Manager**

Orders 198-24/25 through Orders 201-24/25 were all read and passed as consent items. Public comment was taken on all orders together.

Motion was made by Councilor Ali and seconded by Councilor Sykes for passage.

Passage: 8-0 (Councilor Fournier Absent)

Mayor Dion opened the floor for public comment. No one spoke.

**Order 200-24/25 Granting Municipal Officers' Approval of DC Baxter Woods II LLC, dba DC Baxter Woods II LLC. Application for Auditorium with Indoor Entertainment at 631 Stevens Avenue - Sponsored by Danielle P. West, City Manager**

Orders 198-24/25 through Orders 201-24/25 were all read and passed as consent items. Public comment was taken on all orders together.

Motion was made by Councilor Ali and seconded by Councilor Sykes for passage.

Passage: 8-0 (Councilor Fournier Absent)

Mayor Dion opened the floor for public comment. No one spoke.

**Order 201-24/25 Granting Municipal Officers' Approval of Lukes Lobster XL LLC, dba Dry Dock. Application for Class I FSE with Private Outdoor Dining at 84 Commercial Street - Sponsored by Danielle P. West, City Manager**

Orders 198-24/25 through Orders 201-24/25 were all read and passed as consent items. Public comment was taken on all orders together.

Motion was made by Councilor Ali and seconded by Councilor Sykes for passage.

Passage: 8-0 (Councilor Fournier Absent)

Mayor Dion opened the floor for public comment. No one spoke.

**BUDGET ITEMS:**

**THE CITY COUNCIL HELD A FIRST READ ON THE FISCAL YEAR 2026 SCHOOL BUDGET AT THE MAY 5, 2025 CITY COUNCIL MEETING AND ACCEPTED PUBLIC COMMENT. THE SECOND READ AND A PUBLIC HEARING ON THE SCHOOL BUDGET WILL BE HELD DURING THIS MEETING (MAY 19, 2025 AT 5:00 PM).**

**Order 181-24/25 Approving State/Local EPS Funding Allocation for Public Education from Kindergarten to Grade 12 for Portland Public Schools for Fiscal Year 2026 - Sponsored by Finance Committee, April Fournier, Chair**

Budget Orders 181-24/25 through Orders 187-24/25 were all read into the record together. Public comment was taken on all orders together.

Mayor Dion opened the floor for public comment. The following individuals spoke: Councilor Grant (Finance Committee), Ryan Scallon (Portland Schools Superintendent) Stephen Scharff (Brackets Street), Sarah Warren (On behalf of Sarah Lentz Chair of Portland Public School Board), Laura Rosen (Edwards Street), Evan Smith (Portland Resident), Gabriel Terracciano (Portland Resident)

*Items were all voted on separately.*

Motion was made by Councilor Ali and seconded by Councilor Bullett for passage.

Passage: 8-0 (Councilor Fournier Absent)

**Order 182-24/25 Approving Non-State Funded School Construction Debt Service for Portland Schools for Fiscal Year 2026 - Sponsored by Finance Committee, April Fournier, Chair**

Budget Orders 181-24/25 through Orders 187-24/25 were all read into the record together. Public comment was taken on all orders together.

Mayor Dion opened the floor for public comment. The following individuals spoke: Councilor Grant (Finance Committee), Ryan Scallon (Portland Schools Superintendent) Stephen Scharff (Brackets Street), Sarah Warren (On behalf of Sarah Lentz Chair of Portland Public School Board), Laura Rosen (Edwards Street), Evan Smith (Portland Resident), Gabriel Terracciano (Portland Resident)

*Items were all voted on separately.*

Motion was made by Councilor Grant and seconded by Councilor Ali for passage.

Passage: 8-0 (Councilor Fournier Absent)

**Order 183-24/25 Raising and Appropriating Additional Local Funds for Portland Schools for Fiscal Year 2026 - Sponsored by Finance Committee, April Fournier, Chair**

Budget Orders 181-24/25 through Orders 187-24/25 were all read into the record together. Public comment was taken on all orders together.

Mayor Dion opened the floor for public comment. The following individuals spoke: Councilor Grant (Finance Committee), Ryan Scallon (Portland Schools Superintendent) Stephen Scharff (Brackett Street), Sarah Warren (On behalf of Sarah Lentz Chair of Portland Public School Board), Laura Rosen (Edwards Street), Evan Smith (Portland Resident), Gabriel Terracciano (Portland Resident)

Items were all voted on separately.

Motion was made by Councilor Grant and seconded by Councilor Pelletier for passage.

Passage: 8-0 (Councilor Fournier Absent)

**Order 184-24/25 Approving Total School Operating Budget For Portland Schools for Fiscal Year 2026 - Sponsored by Finance Committee, April Fournier, Chair**

Budget Orders 181-24/25 through Orders 187-24/25 were all read into the record together. Public comment was taken on all orders together.

Mayor Dion opened the floor for public comment. The following individuals spoke: Councilor Grant (Finance Committee), Ryan Scallon (Portland Schools Superintendent) Stephen Scharff (Brackett Street), Sarah Warren (On behalf of Sarah Lentz Chair of Portland Public School Board), Laura Rosen (Edwards Street), Evan Smith (Portland Resident), Gabriel Terracciano (Portland Resident)

*Items were all voted on separately.*

Motion was made by Councilor Grant and seconded by Councilor Pelletier for passage.

Passage: 8-0 (Councilor Fournier Absent)

**Order 185-24/25 Appropriating and Raising Funds for Adult Education for Fiscal Year 2026 as required by the Maine Revised Statutes, Title 20-a M.R.S §8603-a(1) - Sponsored by Finance Committee, April Fournier, Chair**

Budget Orders 181-24/25 through Orders 187-24/25 were all read into the record together. Public comment was taken on all orders together.

Mayor Dion opened the floor for public comment. The following individuals spoke: Councilor Grant (Finance Committee), Ryan Scallon (Portland Schools Superintendent) Stephen Scharff (Brackett Street), Sarah Warren (On behalf of Sarah Lentz Chair of Portland Public School Board), Laura Rosen (Edwards Street), Evan Smith (Portland Resident), Gabriel Terracciano (Portland Resident)

*Items were all voted on separately.*

Motion was made by Councilor Grant and seconded by Councilor Sykes for passage.

Passage: 8-0 (Councilor Fournier Absent)

**Order 186-24/25 To Raise and Appropriate Local Funds for Food Service in the Portland Public Schools for Fiscal Year 2026 - Sponsored by Finance Committee, April Fournier, Chair**

Budget Orders 181-24/25 through Orders 187-24/25 were all read into the record together. Public comment was taken on all orders together.

Mayor Dion opened the floor for public comment. The following individuals spoke: Councilor Grant (Finance Committee), Ryan Scallon (Portland Schools Superintendent) Stephen Scharff (Brackett Street), Sarah Warren (On behalf of Sarah Lentz Chair of Portland Public School Board), Laura Rosen (Edwards Street), Evan Smith (Portland Resident), Gabriel Terracciano (Portland Resident)

Items were all voted on separately.

Motion was made by Councilor Grant and seconded by Councilor Michniewicz for passage. Passage: 8-0 (Councilor Fournier Absent)

**Order 187-24/25 Authorizing the Disposition of Any Additional State Subsidy Received for Portland Schools in Fiscal Year 2026 - Sponsored by Finance Committee, April Fournier, Chair**

Budget Orders 181-24/25 through Orders 187-24/25 were all read into the record together. Public comment was taken on all orders together.

Mayor Dion opened the floor for public comment. The following individuals spoke: Councilor Grant (Finance Committee), Ryan Scallon (Portland Schools Superintendent) Stephen Scharff (Brackett Street), Sarah Warren (On behalf of Sarah Lentz Chair of Portland Public School Board), Laura Rosen (Edwards Street), Evan Smith (Portland Resident), Gabriel Terracciano (Portland Resident)

Items were all voted on separately.

Motion was made by Councilor Grant and seconded by Councilor Phillips for passage. Passage: 8-0 (Councilor Fournier Absent)

**PUBLIC COMMENT WILL BE TAKEN AT THIS COUNCIL MEETING ON ALL MUNICIPAL BUDGET ORDERS. THE SECOND READ OF THE MUNICIPAL BUDGET WILL TAKE PLACE ON JUNE 2, 2025, AT WHICH POINT ACTION IS EXPECTED TO BE POSTPONED TO JUNE 23, 2025.**

**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**

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

**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**

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

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

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

**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**

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

**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**

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

**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**

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

**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**

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

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

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

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

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

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

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

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

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

**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**

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor

for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

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

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

**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**

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

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

Budget Orders 202-24/25 through Orders 216-24/25 were all read into the record together. Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Derryen Plante (Holm Ave)  
\*Second Reading & Final Vote will be expected to be postponed and voted on at the June 23, 2025 City Council Meeting

**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**

Motion was made by Councilor Sykes and seconded by Councilor Michniewicz to postpone the item until June 2, 2025. Passage: 8-0 (Councilor Fournier Absent)  
*Item postponed.*

**Order 195-24/25 Amendment to Portland City Code Chapter 14 RE: Institutional Overlay Zone for the University of New England Campus - Sponsored by the Planning Board, Brandon Mazer, Chair**

Orders 195-24/25 through Orders 196-24/25 were all read into the record together. Motion was made by Councilor Phillips and seconded by Councilor Michniewicz for passage, as amended. Passage: 8-0 (Councilor Fournier Absent)  
David Silk (Vice Chair of Planning Board) and Kevin Kraft (Director of Planning) gave an overview of the items).  
Public comment was taken on all orders together. Mayor Dion opened the floor for public

comment. The following individuals spoke: Al Tebeau (University of New England), George Rheault (Hanover Street)

The following amendments were voted on:

Amendment titled: Councilor Fournier Amendment RE: Open Space-Preservation Zoning Designation, Capisic Brook

Motion was made by Councilor Sykes and seconded by Councilor Bullett for passage.

Passage 8-1 (Councilor Fournier Absent)

The following Councilors commented on the amendment: Councilor Pelletier, Councilor Phillips

Amendment passed.

**Order 196-24/25 Amendments to Zoning Map RE: B-2 Community Business, Open Space Preservation, and Institutional Overlay Zone for the University of New England Campus - Sponsored by the Planning Board, Brandon Mazer, Chair**

Orders 195-24/25 through Orders 196-24/25 were all read into the record together.

Motion was made by Councilor Ali and seconded by Councilor Phillips for passage, as amended. Passage: 8-0 (Councilor Fournier Absent)

David Silk (Vice Chair of Planning Board) and Kevin Kraft (Director of Planning) gave an overview of the items).

Public comment was taken on all orders together. Mayor Dion opened the floor for public comment. The following individuals spoke: Al Tebeau (University of New England), George Rheault (Hanover Street)

The following amendments were voted on:

Amendment titled: Councilor Fournier Amendment RE: Open Space-Preservation Zoning Designation, Capisic Brook

Motion was made by Councilor Sykes and seconded by Councilor Bullett for passage.

Passage 8-1 (Councilor Fournier Absent)

Amendment passed.

**Order 197-24/25 Amendment to Portland City Code Chapters 15 and 35 RE: Requirements for Marijuana Retail Licenses Offering Non-Alcoholic Beverages Prepared on-Site - Sponsored by Health & Human Services & Public Safety Committee, Anna Bullett, Chair**

Motion was made by Councilor Bullett and seconded by Councilor Phillips for passage.

Passage: 8-0 (Councilor Fournier Absent)

Mayor Dion opened the floor for public comment. The following individuals spoke: Mark Barnett (Higher Grounds Maine), Councilor Bullett

**ORDERS:**

**Order 217-24/25 Setting the Time for Opening and Closing the Polls on June 10, 2025 RE: Municipal Election - Sponsored by Ashley Rand, City Clerk**

Motion was made by Councilor Sykes and seconded by Councilor Michniewicz for passage. Passage: 8-0 (Councilor Fournier Absent)

Mayor Dion opened the floor for public comment. No one spoke.

**Order 218-24/25 Approving a Three-Year Extension to the Signatory Airline Operating Agreement and Lease at the Portland International Jetport - Sponsored by Danielle P. West, City Manager**

Motion was made by Councilor Ali and seconded by Councilor Phillips for passage.

Passage: 8-0 (Councilor Fournier Absent)

Mayor Dion opened the floor for public comment. No one spoke.

**Order 219-24/25 Approving Assignment of Credit Enhancement Agreement for the Powerpay/Portland Public Market Municipal Development and Tax Increment Financing District Held by East End Corporation to Maine Public Broadcasting Corporation - Sponsored by Danielle P. West, City Manager**

Motion was made by Councilor Pelletier and seconded by Councilor Phillips for passage.

Passage: 8-0 (Councilor Fournier Absent)

Mayor Dion opened the floor for public comment. The following individuals spoke:

Stephen Scharff (Brackett Street), George Rheault (Hanover Street), Mayor Dion, Michael Goldman (Corporation Counsel), Councilor Sykes, Councilor Bullett, Greg Watson (Director of Economic Development)

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

The is first reading.

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

This is first reading.

**Order 222-24/25 Order Referring to the Housing and Economic Development Committee the Negotiation of an Option to Lease Agreement with A ProsperityME Affiliate for City Land at 1125 Brighton Avenue - Sponsored by the Housing and Economic Development Committee, Councilor Pious Ali, Chair**

Motion was made by Councilor Ali and seconded by Councilor Michniewicz for passage.

Passage: 6-2 (Councilor Pelletier and Sykes-No, Councilor Fournier Absent)

Dena Libner (Assistant City Manager) gave an overview of this item

Mayor Dion opened the floor for public comment. The following individuals spoke:

George Rheault (Hanover Street), Claude Rwaganje (Westbrook), Derryen Plante (Holm Ave), Stephen Scharff (Brackett Street), Cullen Ryan (Community Housing of Maine), Robbie (District 3), Kevin Bunker (District 4), Councilor Sykes, Councilor Pelletier, Councilor Phillips, Councilor Bullett, Councilor Michniewicz, Councilor Grant, Mayor Dion

**UNAGENDA ITEMS - MOVED FROM THE FLOOR**

**Resolve 10-24/25 Supporting the Development of a Fiscal Partnership Policy for Tax-Exempt Institutions - Sponsored by Kate Sykes, City Councilor**

Motion was made by Councilor Sykes and seconded by Councilor Pelletier to suspend the rules to bring an unagendized item from the floor. Passage 8-0 (Councilor Fournier

Absent)

Motion was made by Councilor Sykes and seconded by Councilor Bullett to refer this item to the Finance Committee. Passed 8-0 (Councilor Fournier Absent)

Mayor Dion opened the floor for public comment. The following individuals spoke:

Councilor Pelletier, Stephen Scharff (Brackett Street), Councilor Bullett

*\*Item referred to the Finance Committee*

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

Motion was made by Councilor Grant and seconded by Councilor Ali to adjourn. Passage 8-0 (Councilor Fournier Absent) at 8:45pm

A TRUE RECORD

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Ashley Rand, City Clerk

# PROCLAMATION

## RECOGNIZING JUNE 19, 2024 AS JUNETEENTH

**WHEREAS,** the Emancipation Proclamation signed on January 1, 1863 declared “that all persons held as slaves” within the rebellious states “are, and henceforward shall be free;” and

**WHEREAS,** more than two years later, on June 19, 1865, the last group of enslaved Americans, located in the City of Galveston, Texas, learned that the Civil War had ended, and that they were free from bondage; and

**WHEREAS,** Black Americans commemorate Juneteenth as the day they were first recognized as citizens of this country. It is a day of enormous significance, weight, and power in which we remember the moral stain of chattel slavery on this country, as well as its long legacy of systemic racism, inequality, and inhumanity; and

**WHEREAS,** Juneteenth is a day in which we also recognize the many significant achievements and successes of Black Americans throughout our nation’s history and in the present as we continue to walk the stony road toward racial equity; and

**WHEREAS,** the historic work of striving for racial equity has been led by abolitionists and educators, civil rights advocates, lawyers, courageous activists, trade unionists, public officials, and everyday Americans, including those dedicated to realizing the ideals of our nation; and

**WHEREAS,** the legacy of Black-American resistance to systemic inequality, including suppression of the Black vote, redlining, and police violence is a testament to the struggle, courage and hope of the Black community while reminding us that the fight is not yet over; and

**WHEREAS,** Juneteenth reminds us that while we are moving toward equity, equality and justice, we still have more to do to advance true equity in all aspects of civic life, and that we must always strive for a better future;

**NOW, THEREFORE, BE IT RESOLVED, THAT I,** Mark Dion, Mayor of the City of Portland, Maine, and members of the Portland City Council, do hereby recognize June 19, 2025 as Juneteenth in the City of Portland and invite residents of Portland to join in celebrating how far we have come since the abolition of slavery, while putting our shoulders to the task of fighting for equity, equality, and justice this day and every day.

**Signed and sealed this 2nd day of June, 2025**



**Mark Dion, Mayor**  
**City of Portland**

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

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

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

**P R O C L A M A T I O N  
RECOGNIZING THE MONTH OF JUNE 2025 AS  
IMMIGRANT HERITAGE MONTH**

**WHEREAS,** Generations of immigrants from every corner of the globe have helped build our country's economy and created the unique character of our nation; and

**WHEREAS,** Immigrants continue to grow businesses, innovate, strengthen our economy, and create American jobs in Portland, Maine; and

**WHEREAS,** Immigrants have provided the United States with unique social and cultural influence, fundamentally enriching the extraordinary character of our nation; and

**WHEREAS,** Immigrants have been tireless leaders not only in securing their own rights and access to equal opportunity, but also in campaigning to create a fairer and more just society for all Americans; and

**WHEREAS,** Despite these countless contributions, the role of immigrants in building and enriching our nation has frequently been overlooked and undervalued throughout our history and continuing to the present day; and

**NOW, THEREFORE, BE IT RESOLVED,** that I, Mark Dion, Mayor of the City of Portland, Maine and members of the Portland City Council do hereby proclaim June 2025 as Immigrant Heritage Month in the City of Portland.

**Signed and sealed this 2nd day of June 2025**



**Mark Dion, Mayor  
City of Portland, Maine**

**MEMORANDUM**  
**City Council Agenda Item**

**FROM:**

**DATE:** May 21, 2025

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

**SPONSOR:** Danielle P. West, City Manager

**(If sponsored by a Council committee, include the date the committee met and the results of the vote.)**

**COUNCIL MEETING DATE ACTION IS REQUESTED:**

**1st Reading**

**Final**

**Action 6/2/2025**

**Can action be taken at a later date: Yes The interim IT Director will be stepping down on June 3. Time is of the essence to ensure continuity of leadership in the IT Department.**

**Does this item involve a new contract with the City: N/A**

**PRESENTATION:** Brief remarks by the City Manager

**I. SUMMARY**

**II. AGENDA DESCRIPTION**

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.

**III. BACKGROUND**

Phil Doughty's resume is attached for reference.

**IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED**

N/A

**V. FINANCIAL IMPACT**

N/A

**VI. STAFF ANALYSIS AND BACKGROUND**

N/A

**VII. RECOMMENDATION**

Confirm Phil Doughty as the City's Director of Information Technology (IT) and set his salary at \$137,533.

**VIII. LIST ATTACHMENTS**

1. Appointment - IT Director
2. Doughty Resume

Prepared by:

Date: 05/21/2025

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

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

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

**ORDER APPOINTING PHIL DOUGHTY AS THE INFORMATION TECHNOLOGY  
DIRECTOR**

**ORDERED**, that Phil Doughty is hereby appointed as the Information Technology Directory, at an annual salary of \$137,533; and

**BE IT FURTHER ORDERED**, that this appointment is enacted as an Emergency, pursuant to Article II, Section 11 of the Portland City Charter, in order to make it effective immediately.

# PHIL DOUGHTY

## EXPERIENCE

### City of Portland

IT Systems Administrator I

*April 2024 - Present*

- Oversee Active Directory, Windows File Services, Google Workspace Environment, and Print Management to optimize IT infrastructure
- Manage virtual infrastructure and ensure high availability through backup and replication services across multiple data centers
- Work closely with internal IT teams to diagnose and resolve technical issues, implement effective solutions, and optimize IT operations for improved efficiency and reliability.
- Key projects: Windows 11 upgrade initiative, Veeam CDP replication, and HaloITSM integration to improve IT service management

### Portland Public Schools

Director of Information Technology

*October 2022 - April 2024*

Assistant Director of Information Technology

*April 2021 - October 2022*

- Directed IT infrastructure, cybersecurity, device management, and department-wide technology initiatives
- Managed IT budgets, optimizing vendor contracts and IT investments to reduce costs and improve efficiency
- Aligned IT services with district-wide strategic objectives, driving efficiency and enhancing user satisfaction for over 6,500 students and 1400 staff
- Developed long-term IT strategy, cybersecurity frameworks, and data privacy initiatives in collaboration with executive leadership.
- Led a team of technicians and engineers, providing mentorship, performance management, and strategic direction to ensure high-quality IT support and innovation
- Developed IT policies, streamlined operations, and optimized budget planning
- Led vendor negotiations and technology procurement, ensuring cost-effective solutions
- Key Projects:
  - Cisco Webex phone system migration (district-wide)
  - Core network migration (city-wide school network overhaul)
  - Wireless network modernization across all schools
  - 1-to-1 device replacement lifecycle management
  - Fortinet 600-series firewall deployment (high-availability configuration)
  - Developed automated student account creation solution
  - Led the migration of the district's ISP from Spectrum to NetworkMaine, reducing annual costs while improving network performance, reliability, and bandwidth
  - Coordinated, planned, and participated in the implementation of technology initiatives for the Buildings for Our Future (BFOF) project, modernizing IT infrastructure across four newly remodeled elementary schools

## Network Directory Engineer

January 2017 - April 2021

- Designed and implemented Active Directory solutions, Windows File Services, and enterprise print management
- Led migration from Novell IDM to Microsoft Active Directory, improving security and access management
- Developed device deployment solution for remote learning during COVID-19, enabling seamless access for students and staff

## CTS Technician

April 2015 – January 2017

- Developed FileMaker database solutions for IT asset tracking and management
- Managed iPad/MacBook device inventory and deployments using JAMF

## Bell Techlogix

### Operations Manager

October 2009 – February 2014

- Managed a facility handling 70,000 Apple MacBooks under the MLTI program
- Led a team of 22 technicians; maintained a 95% satisfaction rate with Apple
- Key Projects:
  - Led the 2009 Maine Cisco Wireless Initiative, improving statewide wireless connectivity for MLTI enrolled schools

## Lead Apple Repair Technician

February 2005 – October 2009

- Conducted in-warranty and out-of-warranty repairs on Apple laptops
- Trained new technicians; managed escalated repair cases
- Key Projects:
  - Managed the 2006 MLTI AirPort Wireless Initiative, enhancing Wi-Fi infrastructure across Maine schools

## EDUCATION

### NorthEast Technical Institute

August 2003 – May 2004

Completed CompTIA A+, Network+, Security+ Professional Courses

Completed Microsoft Certified Systems Engineer 2003 Course

## CERTIFICATIONS

CompTIA A+  
CompTIA Network+  
Apple Certified Macintosh Technician  
Apple Sales Training – Silver Level

## SKILLS

Active Directory  
Windows (Client 9x – 11; Server 2KAS - 2022), Mac  
(OS X 10.2 – Current), and Linux (Kernel 2.2 –  
Current)  
JAMF MDM  
Powershell, C#, Python, Bash Scripting

**MEMORANDUM**  
**City Council Agenda Item**

**FROM:**

**DATE:** May 20, 2025

**SUBJECT:** 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

**SPONSOR:** The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

**(If sponsored by a Council committee, include the date the committee met and the results of the vote.)**

**COUNCIL MEETING DATE ACTION IS REQUESTED:**

**1st Reading**

**Final  
Action**

**Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.**

**Does this item involve a new contract with the City: N/A**

**PRESENTATION:** Please list the presenter(s), type, and length of presentation

**I. SUMMARY**

**II. AGENDA DESCRIPTION**

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.

**III. BACKGROUND**

Background information that will not appear in the Agenda Description

**IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED**

**V. FINANCIAL IMPACT**

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is \$50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

**VI. STAFF ANALYSIS AND BACKGROUND**

Staff Analysis that will not appear in the Agenda Description.

**VII. RECOMMENDATION**

**VIII. LIST ATTACHMENTS**

1. Hardshore\_Council Packet\_2025.06.02
2. 2025.06.02\_Hardshore\_Council Order

Prepared by:

Date: 05/20/2025

To the City of Portland,

Hardshore Distillery is a spirits distilling operation with a craft cocktail lounge and tasting room. We have been operating in the same spot on Washington Ave since 2017. We are a Class-A Lounge that serves beer/wine/cocktails and light food options with indoor and outdoor seating. We are applying for a full entertainment license with the goal of having a mix of live music, karaoke, burlesque and drag performances.

We have already been hosting trivia, book clubs, and had a few parties with live music or DJs and have never had a noise complaint. We work very hard to make sure the noise levels stay comfortable as we are not a rock club but a place for people to drink and talk. We love our neighborhood and respect that it is residential as well as commercial, we do not stay open past 10. We regularly consult with our neighbors about noise levels and are on good terms with all of them. Please find our application and floor plan enclosed and let us know if you have any questions.

Sincerely,  
Ryland Garnett



**CITY OF PORTLAND**  
**Permitting and Inspections Department**

**Application for an Entertainment License**

|                                                                   |                                                         |                                                                     |
|-------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Indoor Entertainment \$500.00            | <input type="checkbox"/> Outdoor Entertainment \$700.00 | <input checked="" type="checkbox"/> Combined Entertainment \$800.00 |
| <input checked="" type="checkbox"/> Sound Mitigation Fee \$150.00 |                                                         |                                                                     |

|                                               |                                |        |                |
|-----------------------------------------------|--------------------------------|--------|----------------|
| <b>Business Information</b>                   |                                |        |                |
| Establishment Name (d/b/a):                   | Hardshore Distilling Co        | Phone: | (207) 536-0592 |
| Location Address:                             | 53 Washington Ave              |        | Zip: 04101     |
| Owner Name:                                   | Jordan Milne                   | Phone: | (315) 750-8278 |
| Owner Email:                                  | jordan@hardshoredistilling.com |        |                |
| Contact Person responsible for Entertainment: | Ryland Garnett                 | Phone: | (202) 957-5136 |
| Contact Person Email:                         | ryland@hardshoredistilling.com |        |                |
| Manager of Establishment:                     | Alexis Higginbotham            | Phone: | (207) 272-7479 |
| Manager Email:                                | aj@hardshoredistilling.com     |        |                |

**About Your Establishment**

Describe in detail the type and nature of the business and proposed entertainment:

Hardshore Distillery is a spirits distilling operation with a craft cocktail lounge and tasting room. We are a Class-A Lounge that serves beer/wine/cocktails and light food options with indoor and outdoor seating. We are applying for a full entertainment license with the goal of having a mix of live music, karaoke, burlesque and drag performances, and some dance nights. Please find our application and floor plan enclosed and let us know if you have any questions.

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation, if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

Signature Ryland Garnett Title Front of House Manager Date 5/9/2025

For more information, refer to the City Code of Ordinance: Chapter 4 Amusements, at [www.portlandmaine.gov](http://www.portlandmaine.gov)

**Sound Mitigation Plan**  
(prepared by Jason Murray, sound engineer)

Concerning Hardshore Distillery, located at 53 Washington Ave Portland, ME, a plan for mitigating sounds produced by crowd noise, speaker systems, and live musicians so as not to impact the surrounding communities.

Hardshore seeks to limit impact on nearby business through distance (being set well back from the street and from its neighbors on either side, abutted by a generous patio and sidewalk. Hardshore also intends to provide a mix of entertainment of which live music is only one part, not accounting for more than ¼ of planned events. We coordinate with our producers and performers to ensure that they are sharing space with other venues in our area to prevent overlap and contention.

Please see the attached diagram for notes on the locations and directions of speakers. There are 4 interior Cube speakers by Rockville with a sensitivity of 86 dB +/-2dB (1M/2.83V) at 60 watts and 2 exterior WET-D4 speakers by Rockville with a sensitivity of 89dB and a maximum of 20 watts.

List of Equipment currently used by Hardshore to generate sound:

Cube by Rockville Pair of 3.5" White Home Theater Wall Speakers+Swivel Brackets

Rockville WET-D4 Black Dual 4" Indoor/Outdoor Commercial/Restaurant 70V Speaker 74.95

The sound system is managed/controlled by a

Rockville RCS350-6 350 Watt 6 Zone 70v Commercial/Restaurant Amplifier/Bluetooth 274.95

This offers individual volume control for all speakers and for different sources (microphones, projectors, etc). This allows us to create "zones" where we can maintain lowered volume. For instance after 10 we may still be playing music in the business as we close up but we turn off the outdoors speakers facing the street.

There is no permanent staging area. Furniture is moved to accommodate acts if they wish, or they perform in the seating area. There is a stage area indicated in the plans to note where bands have been placed in some previous occasions, facing the front door.

We have consulted with Anthony A Dell'aquila of Design Acoustics, Inc. on further soundproofing and mitigation measures and will be adding hanging aerial baffles in the tasting room for sound absorption by July. If for any reason we need to add more sound cancelling we are prepared to install absorptive panelling on the upper walls in the tasting room.

Anticipated sound readings should be 30 dB or less outdoors at the closest residence, 60 dB at the combined entertainment property line that abuts another business and 70-75 dB for indoors entertainment 8 ft from any outer wall.

We do not ever expect or plan to have persons in attendance exceeding 250.

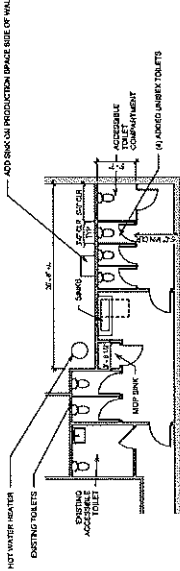
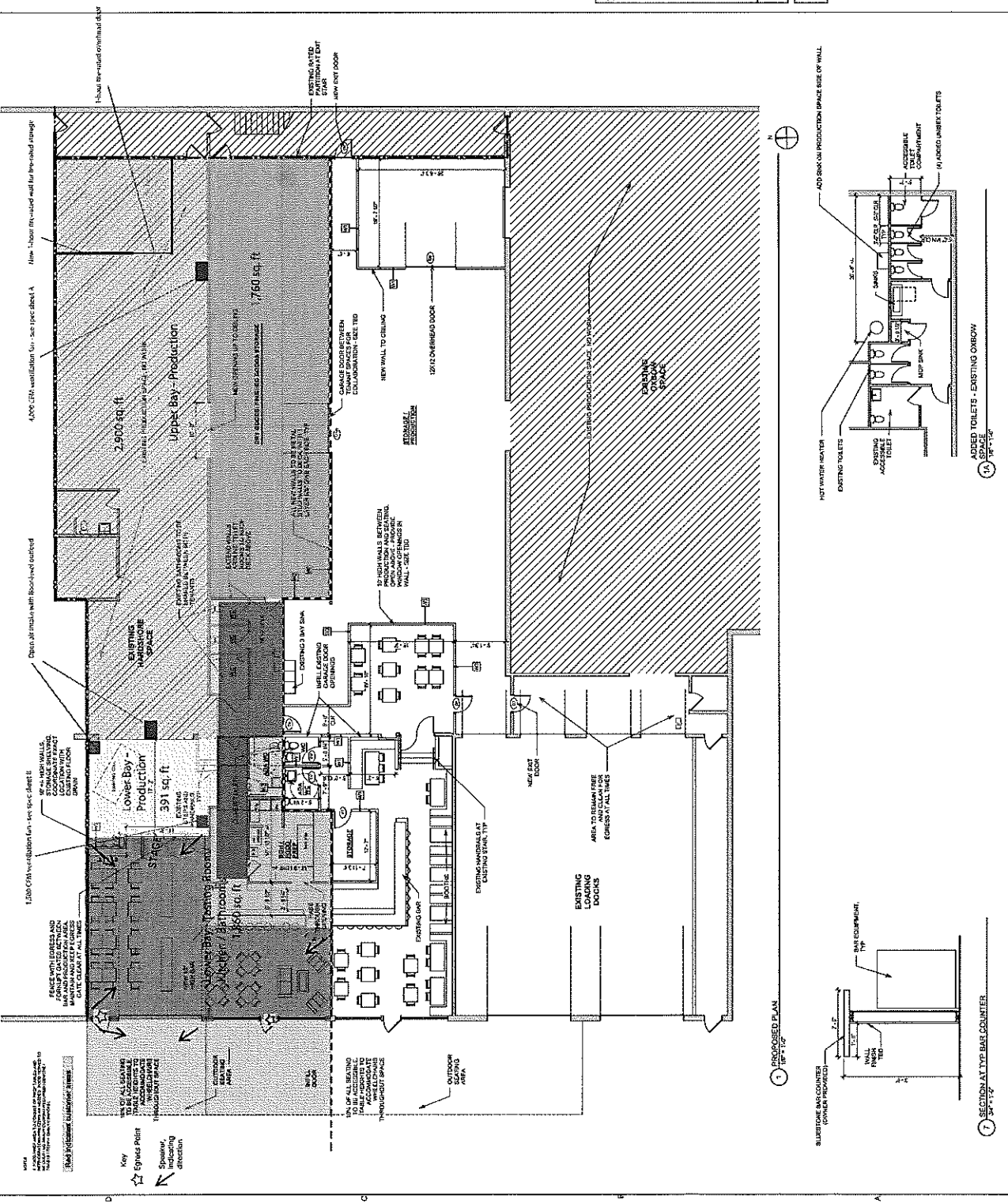
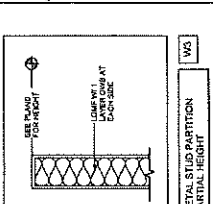
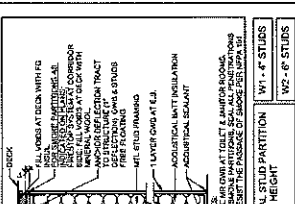
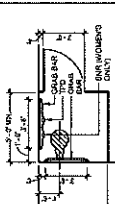
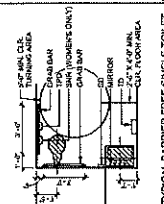
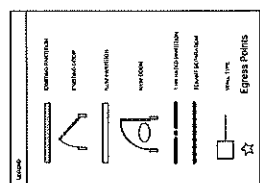


Chisel Lipson  
Architecture & Design  
LLC  
714 Spruce Ave  
Portland ME 04103  
207-491-6366  
www.chiselipson.com

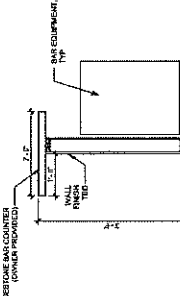


51 WASHINGTON  
TENANT FIT UP -  
OXBOW -  
HARDSHORE

|         |              |
|---------|--------------|
| DWG NO. |              |
| JOB NO. | 2100         |
| DRWN.   | CHK          |
| CL      |              |
| SCALE:  | As Indicated |
| ISSUE:  | 220223       |
| TITLE:  | PLANS        |
| SHEET:  | A1           |



1. PROPOSED PLAN  
1/8" = 1'-0"



2. SECTION AT TYP BAR COUNTER  
3/4" = 1'-0"



Zachary Lenhart <zlenhart@portlandmaine.gov>

---

## Hardshore Distillery\_53 Washington\_Entertainment

---

**Christopher Mitchell** <chrism@portlandmaine.gov>

Wed, May 21, 2025 at 6:34 AM

To: Tom Williams <tw@portlandmaine.gov>

Cc: Treasury Division <treasury@portlandmaine.gov>, Zachary Lenhart <zlenhart@portlandmaine.gov>, Zachary Finley <zackf@portlandmaine.gov>, Ron Kelton <rkelton@portlandmaine.gov>, Fire Prevention <fireprevention@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Katlyn Sawyer <ksawyer@portlandmaine.gov>, Zoning <zoning@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, "Lynch, Kim" <Kim.Lynch@maine.gov>, Benjamin Pearson <bnp@portlandmaine.gov>, Jason Grant <jgrant@portlandmaine.gov>, Business Licensing <bl@portlandmaine.gov>, Christina Stacey <cstacey@portlandmaine.gov>, Kevin Schneck <kschneck@portlandmaine.gov>

PD approves

Lt. Chris Mitchell  
Portland Police Department  
Patrol Operations

[Quoted text hidden]

---

## Hardshore Distillery\_53 Washington\_Entertainment

---

**Zoning** <zoning@portlandmaine.gov>

Wed, May 21, 2025 at 4:37 PM

To: Zoning <zoning@portlandmaine.gov>

Cc: Zachary Lenhart <zlenhart@portlandmaine.gov>, Zachary Finley <zackf@portlandmaine.gov>, Ron Kelton <rkelton@portlandmaine.gov>, Fire Prevention <fireprevention@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Katlyn Sawyer <ksawyer@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, "Lynch, Kim" <kim.lynch@maine.gov>, Benjamin Pearson <bnp@portlandmaine.gov>, Tom Williams <tw@portlandmaine.gov>, Jason Grant <jgrant@portlandmaine.gov>, Treasury Division <treasury@portlandmaine.gov>, Business Licensing <bl@portlandmaine.gov>, cstacey <cstacey@portlandmaine.gov>, Christopher Mitchell <chrism@portlandmaine.gov>, Kevin Schneck <kschneck@portlandmaine.gov>

Good Afternoon,

The legal use for 53 Washington AVE is low-impact industrial (distillery), bar and retail. Zoning approves.

Thank you,

Mac

--

Mac Coldwell

City of Portland  
Zoning Specialist  
Permitting & Inspections Department  
389 Congress ST, Room #315  
Email: mcoldwell@portlandmaine.gov  
he/him

[Quoted text hidden]

## **Legal Advertisement**

### **Notice of Public Hearing City of Portland**

A Public Hearing will be held on June 2, 2025 at 5:00 P.M., in City Council Chambers, 389 Congress St. for 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

City of Portland | Permitting and Inspections  
Zachary Lenhart, Licensing and Housing Safety Manager



May 27, 2025

Milne Spirit Works LLC  
53 Washington Avenue  
Portland, ME 04101

Re: Milne Spirit Works LLC, dba Hardshore Distilling Company. Application for Combined Entertainment at 53 Washington Avenue

Dear Milne Spirit Works LLC:

This letter shall serve as a reminder of the public hearing before the Portland City Council on Monday June 2, 2025 at 5:00 p.m., for the review of application for Combined Entertainment at 53 Washington Avenue. The meeting will take place in person at Portland City Hall, in City Council Chambers on the 2nd Floor of 389 Congress Street.

You or a representative of the business must be present at this meeting in the event that the city council has questions regarding the license application. If there is no representation and questions arise, the item may be postponed.

Please contact our office directly with questions at (207) 874-8557 or at [bl@portlandmaine.gov](mailto:bl@portlandmaine.gov).

Sincerely,

Zachary J. Lenhart  
Licensing and Housing Safety Manager

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

**CITY OF PORTLAND**  
**IN THE CITY COUNCIL**

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

**ORDER**  
**GRANTING MUNICIPAL OFFICERS’**  
**APPROVAL OF:**

**Milne Spirit Works LLC, dba Hardshore Distilling Company. Application for Combined Entertainment at 53 Washington Avenue**

**MEMORANDUM**  
**City Council Agenda Item**

**FROM:**

**DATE:** May 20, 2025

**SUBJECT:** 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

**SPONSOR:** The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

**(If sponsored by a Council committee, include the date the committee met and the results of the vote.)**

**COUNCIL MEETING DATE ACTION IS REQUESTED:**

**1st Reading**

**Final  
Action**

**Can action be taken at a later date: No** If action cannot be taken at a later date, please explain why. **Do NOT** write yes or no; that will be automatically generated by the checkbox.

**Does this item involve a new contract with the City: N/A**

**PRESENTATION:** Please list the presenter(s), type, and length of presentation

**I. SUMMARY**

**II. AGENDA DESCRIPTION**

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.

**III. BACKGROUND**

Background information that will not appear in the Agenda Description

**IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED**

**V. FINANCIAL IMPACT**

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is \$50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

**VI. STAFF ANALYSIS AND BACKGROUND**

Staff Analysis that will not appear in the Agenda Description.

**VII. RECOMMENDATION**

**VIII. LIST ATTACHMENTS**

1. Lucky Cheetah\_Council Packet\_2025.06.02
2. 2025.06.02\_Lucky Cheetah\_Council Order

Prepared by:

Date: 05/20/2025

Dear Mayor Dion and Members of City Council,

I am writing to you regarding my intent to offer sidewalk seating in front of our restaurant, Lucky Cheetah. We are a dumpling/Asian Food restaurant, inviting to both locals and tourists alike. We are located at 11 Moulton Street, in the heart of the Old Port. Thank you so much for considering this as an option for our restaurant. We are looking forward to this upcoming summer season!

Sincerely,

William Dowd  
Owner  
Lucky Cheetah



**CITY OF PORTLAND**  
Permitting and Inspections Department

**Outdoor Dining Permit on Public Property  
Supplemental Application**

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor  
License Valid April 1-November 30

|                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Legal Advertisement Deposit \$100.00                                                                                  |
| <input checked="" type="checkbox"/> Outdoor Dining on Public Property \$84.00 plus \$2.00 per Square foot \$2.00 X <u>80</u> SF = <u>\$244</u> |
| <input type="checkbox"/> Outdoor Dining on Public Property in a City Park \$84.00 plus \$6.30 per Square foot \$6.30 X <u>80</u> SF = _____    |

| Business Information                  |                          |                           |                     |
|---------------------------------------|--------------------------|---------------------------|---------------------|
| Establishment Name (d/b/a):           | Lucky Cheetah            |                           | Phone: 207-747-4114 |
| Location Address:                     | 11 Moulton Street 04101  |                           | Zip:                |
| Mailing Address:                      | 53 Summit Park Ave 04103 |                           | Zip:                |
| Contact Person:                       | William Dowd             |                           | Phone: 323-514-6013 |
| Contact Person Email:                 | dowdwj@gmail.com         |                           |                     |
| Manager of Establishment:             | William Dowd             | Date of Birth: 09/28/1988 | Phone: 323-514-6013 |
| Owner of Premises (Landlord):         | CF Mariners LLC          |                           |                     |
| Address of Premises Owner (Landlord): | 95 Exchange Street 04101 |                           | Zip:                |

**Owner Information**

| Corporate Name     |              | Corporate Mailing Address |                                   |
|--------------------|--------------|---------------------------|-----------------------------------|
| Uncle Lucky's LLC  |              | 53 Summit Park Ave 04103  |                                   |
| Contact Person:    | William Dowd | Phone:                    | 323-514-6013                      |
| Principal Officers | Title        | Date of Birth             | Residence Address                 |
| William Dowd       | Co-Owner     | 09/28/1988                | 53 Summit Park Ave Portland 04103 |
| Jared Dinsmore     | Co-Owner     | 03/07/1989                | 17 Greta Way Falmouth 04105       |
|                    |              |                           |                                   |
|                    |              |                           |                                   |

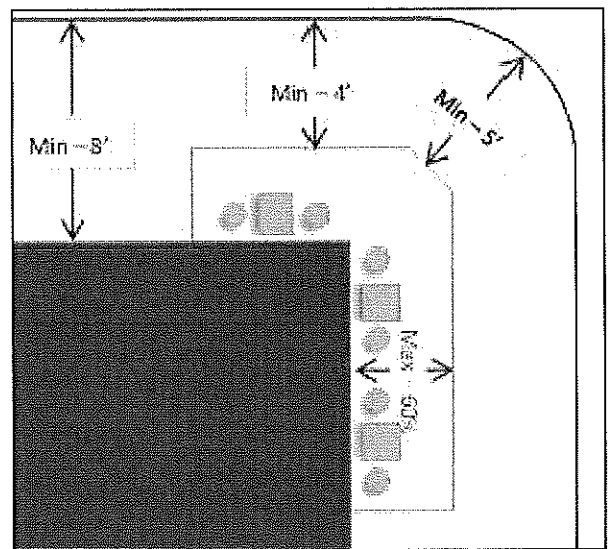


**CITY OF PORTLAND**  
Permitting and Inspections Department

|                                        |                                                                                                                              |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Class of License:                      | Class I-A                                                                                                                    |
| Type of food served:                   | Dumplings/Asian                                                                                                              |
| Please circle all that will be served: | Beer <input checked="" type="checkbox"/> Wine <input checked="" type="checkbox"/> Liquor <input checked="" type="checkbox"/> |
| Hours & days of operation:             | Tues-Thurs 5pm-9pm, Fri-Sun 11am-9pm                                                                                         |
| Number of Tables                       | 4                                                                                                                            |
| Number of Chairs                       | 8                                                                                                                            |

**Design and Construction**

| Existing Sidewalk Width<br>(property line to curb) | Sidewalk Dining Allowed? |
|----------------------------------------------------|--------------------------|
| < 8'0"                                             | No                       |
| ≥ 8'0"                                             | Yes – up to 60% of       |
| Sidewalk Type                                      | Sidewalk Passage Width   |
| Standard sidewalk                                  | 4'0"                     |
| Street corner                                      | 5'0"                     |



- Outdoor dining area shall not exceed 60% of the sidewalk width.
- A continuous, unobstructed sidewalk passage of 4 feet from the outer boundary of the seating area to the curb must be maintained. If the passage is not straight due to existing obstacles, then additional width may be required. Any changes to existing straight passage is at the discretion of the City.
- Egress must be maintained free of obstruction.
- Permanent fixtures, such as awnings, require a building permit separate from the Outdoor Dining permit and subject to approval by the Building Authority.
- Umbrellas do not require a permit.
- Umbrellas must be secured and maintain the height clearance for sidewalk passage.

**Barriers**

- If barriers are proposed, they must be free-standing. Physical attachments to a building are not allowed.
- Stanchions and ropes are encouraged. Sectional fencing is allowed with a high degree of visual transparency (at least 50% open). Solid or opaque barriers are not allowed.
- Shall not exceed 42" in height and may not include commercial signage.

Example barrier types that meet regulation





CITY OF PORTLAND

Permitting and Inspections Department

- Outdoor dining components must be within the permitted area and allow safe passage of pedestrian traffic. Failure to comply may result in a revocation of the permit.
- The permit holder is responsible for keeping the outdoor seating area clean.
- No food shall be prepared in the designated outdoor dining area.
- All outdoor dining components shall be removed before snowfall and while any snow or ice exists within four feet of the outdoor dining area. The City will not be responsible for damage to any property that is not removed prior to sidewalk maintenance.
- Outdoor dining areas must meet ADA regulations and accessible seating is required.
- Request for the use of adjacent on street parking space for outdoor dining installations requires Parking Office and Building Authority review and approval.

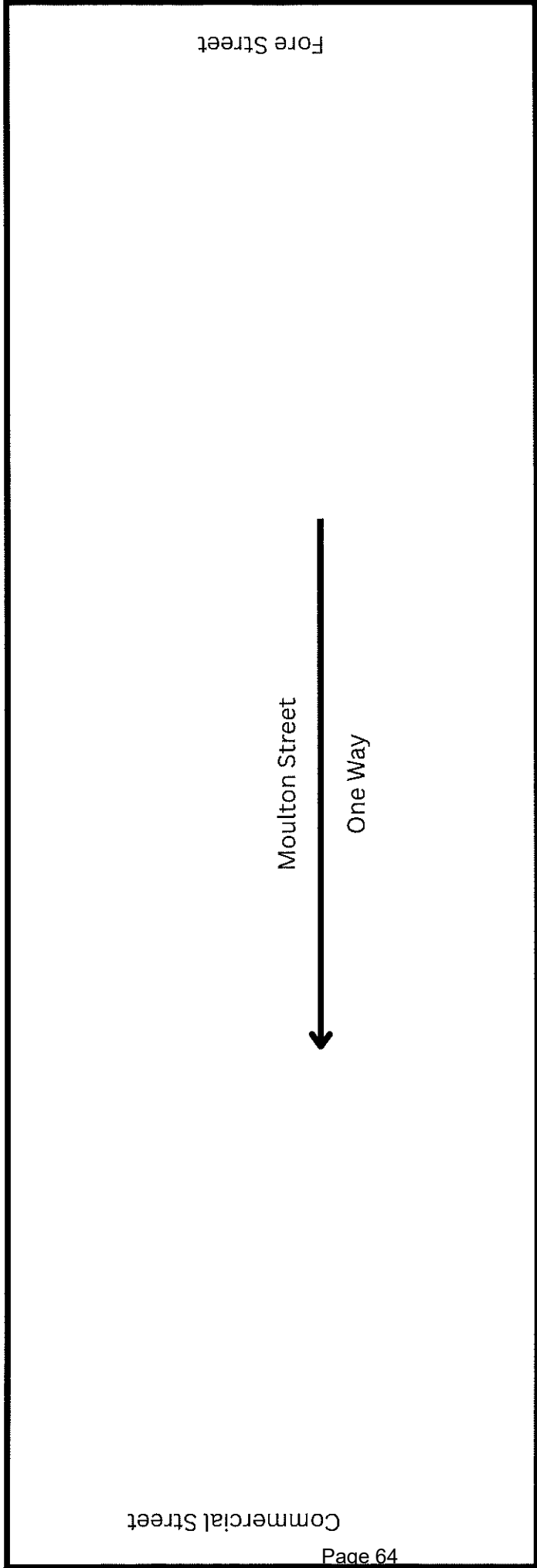
I/We fully understand that the City of Portland, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to my/our person or property arising out of the establishment's occupancy of the sidewalk or park space. To the fullest extent permitted by law, I/We do hereby agree to assume all risk of injury, harm or damage to my/our person or property (including but not limited to all risk of injury, harm or damage to my/our property cause by the negligence of the City of Portland, its agents, officers or employees) arising out of the establishment's occupancy of the sidewalk or park space. I/We hereby agree, to the fullest extent permitted by law, to defend, indemnify and hold harmless the City of Portland, its agents, officers and employees, from and against all claims, damages, losses and expenses, just or unjust, including, but not limited to costs of defense and attorney's fees, arising out of the establishment's occupancy of the sidewalk or park space, provided that any such claims, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use there from, and (2) is caused in whole or in part by any negligent act or omission of the establishment, anyone directly or indirectly employed by it, or anyone for whose act it may be liable.

Signature William Dowd Title Owner Date 5/7/25

**For Administrative Use Only**

|                            |                         |              |
|----------------------------|-------------------------|--------------|
| Amount: _____              | Request Date / Approval | Notes: _____ |
| Date Paid: _____           | FD: _____ / _____       | _____        |
| CC _____ CA _____ CK _____ | Health: _____ / _____   | _____        |
|                            | PD: _____ / _____       | _____        |
| Amount: _____              | Treasury: _____ / _____ | _____        |
| Date Paid: _____           | Zoning: _____ / _____   | _____        |
| CC _____ CA _____ CK _____ |                         |              |

Opposite Sidewalk



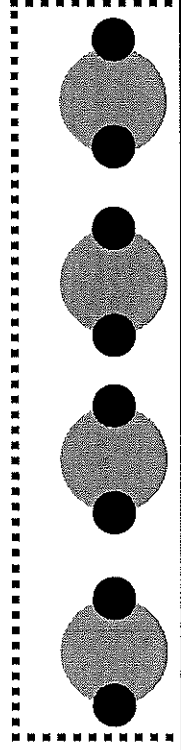
Sidewalk

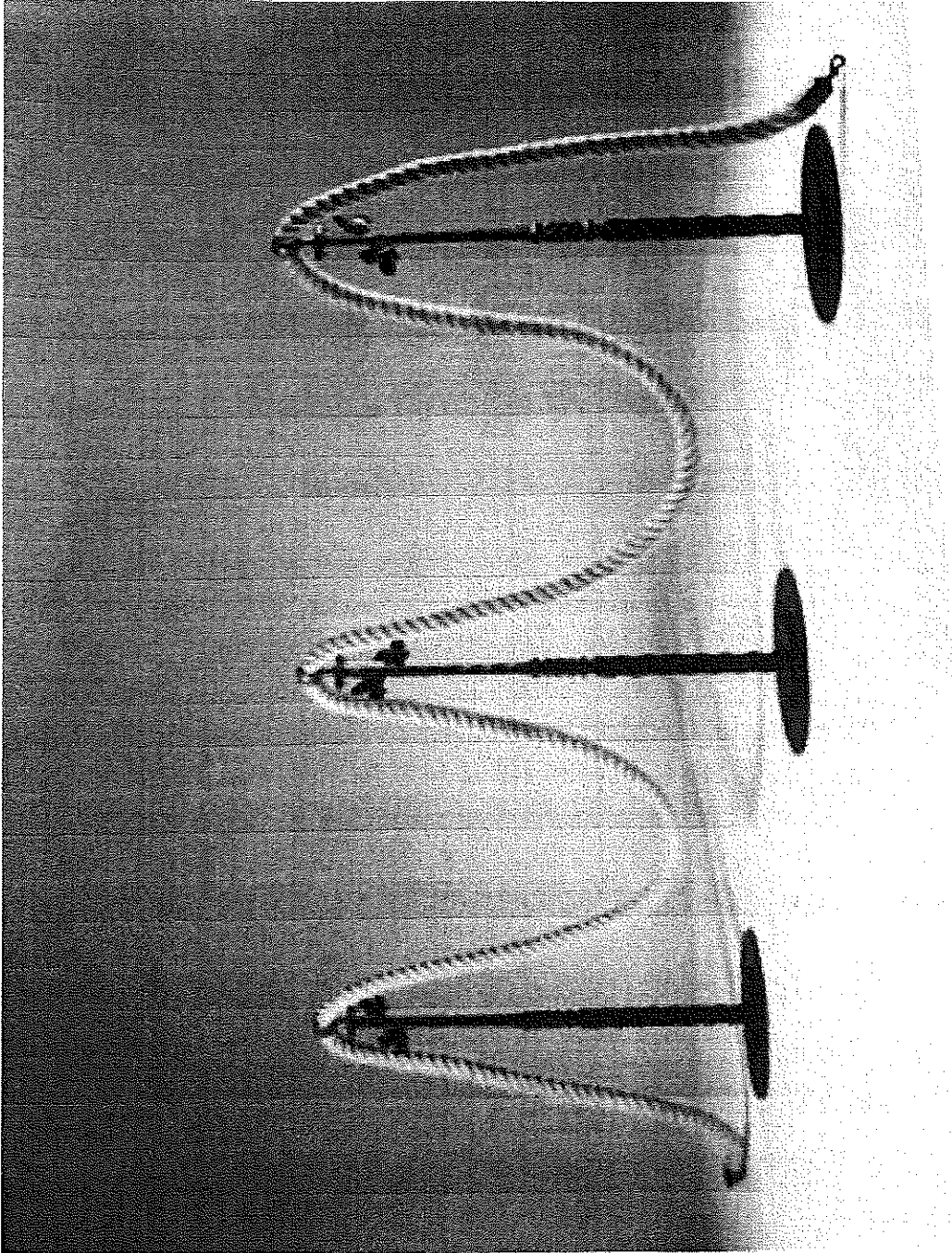
8'

Doorway

Next door units

LUCKY CHEETAH





---

## Lucky Cheetah\_11 Moulton\_Public Outdoor Dining

---

**Zachary Finley** <zackf@portlandmaine.gov>

Thu, May 22, 2025 at 8:33 PM

To: Alyssa Wilson <awilson@portlandmaine.gov>

Cc: Katlyn Sawyer <ksawyer@portlandmaine.gov>, Tom Williams <tw@portlandmaine.gov>, Treasury Division <treasury@portlandmaine.gov>, Zachary Lenhart <zlenhart@portlandmaine.gov>, Ron Kelton <rkelton@portlandmaine.gov>, Fire Prevention <fireprevention@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Zoning <zoning@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, "Lynch, Kim" <Kim.Lynch@maine.gov>, Benjamin Pearson <bnp@portlandmaine.gov>, Jason Grant <jgrant@portlandmaine.gov>, Business Licensing <bl@portlandmaine.gov>, Christina Stacey <cstacey@portlandmaine.gov>

PD approves.

[Quoted text hidden]

--

Lieutenant Zack Finley  
Uniformed Patrol Operations  
Portland Police Department



Zachary Lenhart <zlenhart@portlandmaine.gov>

---

## Lucky Cheetah\_11 Moulton\_Public Outdoor Dining

---

**Zoning** <zoning@portlandmaine.gov>

Wed, May 21, 2025 at 4:39 PM

To: Zoning <zoning@portlandmaine.gov>

Cc: Zachary Lenhart <zlenhart@portlandmaine.gov>, Zachary Finley <zackf@portlandmaine.gov>, Ron Kelton <rkelton@portlandmaine.gov>, Fire Prevention <fireprevention@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Katlyn Sawyer <ksawyer@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, "Lynch, Kim" <kim.lynch@maine.gov>, Benjamin Pearson <bnp@portlandmaine.gov>, Tom Williams <tw@portlandmaine.gov>, Jason Grant <jgrant@portlandmaine.gov>, Treasury Division <treasury@portlandmaine.gov>, Business Licensing <bl@portlandmaine.gov>, cstacey <cstacey@portlandmaine.gov>

Good Afternoon,

The basement facing the 11 Moulton ST facade has a legal use of restaurant. Zoning approves.

Thank you,

Mac

--

Mac Coldwell

City of Portland  
Zoning Specialist  
Permitting & Inspections Department  
389 Congress ST, Room #315  
Email: mcoldwell@portlandmaine.gov  
he/him

[Quoted text hidden]

## **Legal Advertisement**

### **Notice of Public Hearing City of Portland**

A Public Hearing will be held on June 2, 2025 at 5:00 P.M., in City Council Chambers, 389 Congress St. for approval of CF Mariners LLC, dba Lucky Cheetah. Application for Outdoor Dining on Public Property at 11 Moulton Street - Sponsored by Danielle P. West, City Manager

City of Portland | Permitting and Inspections  
Zachary Lenhart, Licensing and Housing Safety Manager



May 27, 2025

Uncle Lucky's LLC  
53 Summit Park Avenue  
Portland, ME 04103

Re: Uncle Lucky's LLC, dba Lucky Cheetah. Application for Outdoor Dining on Public Property at 11 Moulton Street

Dear Uncle Lucky's LLC:

This letter shall serve as a reminder of the public hearing before the Portland City Council on Monday June 2, 2025 at 5:00 p.m., for the review of application Outdoor Dining on Public Property at 11 Moulton Street. The meeting will take place in person at Portland City Hall, in City Council Chambers on the 2nd Floor of 389 Congress Street.

You or a representative of the business must be present at this meeting in the event that the city council has questions regarding the license application. If there is no representation and questions arise, the item may be postponed.

Please contact our office directly with questions at (207) 874-8557 or at [bl@portlandmaine.gov](mailto:bl@portlandmaine.gov).

Sincerely,

Zachary J. Lenhart  
Licensing and Housing Safety Manager



## Application Copy

File Number: 70753

Job Type: Amendment Application

### AMENDMENT TYPE

Temporary Extension of Premises

### APPLICATION DATE RECEIVED

2025-05-09

### QUESTIONS

#### On-Premises: Beer, Wine & Spirit

1. What is your expected start date?  
After the next City Council meeting, June 2
2. Do you allow dancing or entertainment on the licensed premises?  
If so, You need to have a a license from the Maine State Fire Marshal.  
See <https://www.maine.gov/dps/fmo/plans-review/applications> for more information.  
No
3. What is the reason for the increase in seating capacity?  
We'd like to offer outside dining options for guests during the warmer months.
4. What is your planned end date for the increased capacity?  
November 1
5. Is the description and diagram for the increased capacity included in the primary license's Premises Description and Diagram?  
No  
(document uploaded)

### DOCUMENTS

| TYPE                     | FILE NAME                         | DESCRIPTION |
|--------------------------|-----------------------------------|-------------|
| Premises Floor Plan      | Lucky Cheetah Sidewalk Tables.pdf |             |
| Premises Description and | Lucky Cheetah Premises            |             |

Diagram

Description\_Temporary  
Extension.docx

APPLICANT

William Dowd

DECLARATION

- ☒ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/7/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                  |  |                                             |                       |
|----------------------------------|--|---------------------------------------------|-----------------------|
| <b>PRODUCER</b>                  |  | <b>CONTACT NAME:</b> Jake Tidd              |                       |
| Lotfey-Dennett Insurance Brokers |  | <b>PHONE (A/C, No, Ext):</b> (207) 370-6773 | <b>FAX (A/C, No):</b> |
| 500 Washington Ave               |  | <b>E-MAIL ADDRESS:</b> jake@ldibrokers.com  |                       |
| Third Floor                      |  | <b>INSURER(S) AFFORDING COVERAGE</b>        |                       |
| Portland ME 04103                |  | <b>INSURER A:</b> PATRONS OXFORD INS CO     |                       |
|                                  |  | <b>INSURER B:</b> CONCORD GEN MUT INS CO    |                       |
|                                  |  | <b>INSURER C:</b>                           |                       |
|                                  |  | <b>INSURER D:</b>                           |                       |
|                                  |  | <b>INSURER E:</b>                           |                       |
|                                  |  | <b>INSURER F:</b>                           |                       |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                               | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                               |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|-------------------------|-------------------------|----------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>                                                                         | Y                  | CPP 500505    | 09/17/2024              | 09/17/2025              | EACH OCCURRENCE \$ 1,000,000                                         |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                                                                  |                    |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$                         |
|          |                                                                                                                                                 |                    |               |                         |                         | MED EXP (Any one person) \$ 5,000                                    |
|          |                                                                                                                                                 |                    |               |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000                                   |
|          |                                                                                                                                                 |                    |               |                         |                         | GENERAL AGGREGATE \$ 2,000,000                                       |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |                    |               |                         |                         | PRODUCTS - COMP/OP AGG \$ 2,000,000                                  |
|          | OTHER:                                                                                                                                          |                    |               |                         |                         | LIQ LIAB PER OCC \$ 1,000,000                                        |
| B        | <b>AUTOMOBILE LIABILITY</b>                                                                                                                     |                    | 20056548      | 02/01/2025              | 02/01/2026              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000                     |
|          | <input type="checkbox"/> ANY AUTO                                                                                                               |                    |               |                         |                         | BODILY INJURY (Per person) \$                                        |
|          | <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS                                                   |                    |               |                         |                         | BODILY INJURY (Per accident) \$                                      |
|          | <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                                              |                    |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                    |
|          |                                                                                                                                                 |                    |               |                         |                         |                                                                      |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR                                                                                             |                    |               |                         |                         | EACH OCCURRENCE \$                                                   |
|          | <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE                                                                                         |                    |               |                         |                         | AGGREGATE \$                                                         |
|          | DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>                                                                              |                    |               |                         |                         | \$                                                                   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>                                                                                            | N/A                |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N                                        |                    |               |                         |                         | E.L. EACH ACCIDENT \$                                                |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                          |                    |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                                        |
|          |                                                                                                                                                 |                    |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$                                       |
| B        | HIRED AUTO PHYSICAL DAMAGE                                                                                                                      |                    | 20056548      | 02/01/2025              | 02/01/2026              | LIMIT ACV<br>PER ACCIDENT DED \$500                                  |

City of Portland ME is Additional Insured for General Liability and for Auto Liability

|                                                    |                                                                                                                                                                |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CERTIFICATE HOLDER</b>                          | <b>CANCELLATION</b>                                                                                                                                            |
| City of Portland<br>389 Congress St<br>Portland ME | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|                                                    | AUTHORIZED REPRESENTATIVE<br>Jake Tidd                                                                                                                         |

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# INVOICE

**CITY OF PORTLAND**  
**LICENSING & REGISTRATION**  
389 Congress Street  
Portland, Maine 04101  
(207) 756-8131



| INVOICE NUMBER | INVOICE DATE | INVOICE DUE DATE | INVOICE STATUS | INVOICE DESCRIPTION |
|----------------|--------------|------------------|----------------|---------------------|
| INV-00117869   | 05/09/2025   | 06/08/2025       | Due            | NONE                |

| REFERENCE NUMBER                                 | FEE NAME                              | TOTAL                     |
|--------------------------------------------------|---------------------------------------|---------------------------|
| LL-006015-2024                                   | Legal Advertisement Deposit           | \$100.00                  |
|                                                  | Outdoor Dining - Public - Base        | \$84.00                   |
|                                                  | Outdoor Dining - Public - Square Feet | \$160.00                  |
| Lucky Cheetah - 11 Moulton St Portland, ME 04101 |                                       | <b>SUB TOTAL</b> \$344.00 |

**TOTAL** **\$344.00**

## BILLING CONTACT

William Dowd  
Uncle Luckys LLC  
53 Summit Park Ave  
Portland, Me 04103

Make checks payable to the City of Portland, ATTN: Licensing & Registration, 389 Congress Street, Portland, ME 04101

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

**CITY OF PORTLAND**  
**IN THE CITY COUNCIL**

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

**ORDER**  
**GRANTING MUNICIPAL OFFICERS’**  
**APPROVAL OF:**

**Uncle Lucky’s LLC, dba Lucky Cheetah. Application for Outdoor Dining on Public  
Property at 11 Moulton Street**

**MEMORANDUM**  
**City Council Agenda Item**

**FROM:**

**DATE:** May 20, 2025

**SUBJECT:** 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

**SPONSOR:** The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

**(If sponsored by a Council committee, include the date the committee met and the results of the vote.)**

**COUNCIL MEETING DATE ACTION IS REQUESTED:**

**1st Reading**

**Final  
Action**

**Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.**

**Does this item involve a new contract with the City: N/A**

**PRESENTATION:** Please list the presenter(s), type, and length of presentation

**I. SUMMARY**

**II. AGENDA DESCRIPTION**

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.

**III. BACKGROUND**

Background information that will not appear in the Agenda Description

**IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED**

**V. FINANCIAL IMPACT**

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is \$50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

**VI. STAFF ANALYSIS AND BACKGROUND**

Staff Analysis that will not appear in the Agenda Description.

**VII. RECOMMENDATION**

**VIII. LIST ATTACHMENTS**

1. Big Tree\_Council Packet\_2025.06.02
2. 2025.06.02\_Big Tree\_Council Order

Prepared by:

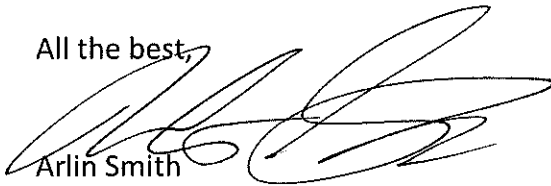
Date: 05/20/2025

April 11, 2025

To Mayor Dion and members of our City Council,

It is our intent to open the historic Local 188 space as a catering venue for all occasions and community events. It will act as a hub for our off-site catering teams and be a fun open concept for gatherings like reception dinners and or cocktail parties. We look forward to the opportunity. Thank you for your time.

All the best,

A handwritten signature in black ink, appearing to read 'Arlin Smith', written over the printed name.

Arlin Smith

Owner

Big Tree Hospitality



**CITY OF PORTLAND, MAINE**  
**Permitting and Inspections Department**  
**Business Licensing and Housing Safety**

**Application for Food Service Establishment with Alcoholic Beverages License**

**Maine B.E.L.L.S. Application Information**

File or Tracking Number from BELLS application:

63829

Date of Submission of BELLS application:

4.14.25

**Business Information**

Legal Business Entity Applicant Name (corporation, LLC):

Big Tree Catering, LLC

Business Name (D/B/A):

Big Tree Catering @ Local 188

Individual or Sole Proprietor Applicant Name(s):

Physical Location:

685 Congress St. Portland, ME 04102

If applicable, what was formerly at this location:

Local 188 Restaurant.

Business Email Address:

info@bigtreecatering.com

Mailing Address:

88 Middle St. Portland, ME 04101

Contact Person:

Arlin Smith

Contact Person Phone:

845-242-4017

Contact Person Email:

arlin.smith@gmail.com

Manager of Establishment:

Chris Geannelis

Date of Birth:

10/31/82

Manager Phone:

207-910-9056

Owner of Premises (Landlord):

Bill Black Factors Financial FRC INC.

Address of Premises Owner (Landlord):

225 Sea Meadows, Yarmouth, ME 04096

**Sole Proprietor/Partnership Information (If Corporation, leave blank)**

Name of Owner(s):

Date of Birth:

Residence Address:

Name of Owner(s):

Date of Birth:

Residence Address:

**Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)**

Corporate Name:

Big Tree Hospitality

Corporate Mailing Address:

88 Middle St. Portland, ME 04101

Contact Person:

Arlin Smith

Contact Phone:

845-242-4017.

Principal Officers

Title

Date of Birth

Residence Address

Arlin Smith

Owner

10/31/82

383 Commercial St. Portland ME 04101

Andrew Taylor

Owner

10/10/80

33 Santiago Way, Cumberland ME 04021



**CITY OF PORTLAND, MAINE**  
**Permitting and Inspections Department**  
**Business Licensing and Housing Safety**

|                                                                                                                                     |                                                                                                                              |                                     |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Class of Liquor License (see fee schedule):                                                                                         |                                                                                                                              |                                     |
| Type of food served:                                                                                                                | New American                                                                                                                 |                                     |
| Please select all that will be served:                                                                                              | <input checked="" type="checkbox"/> Beer <input checked="" type="checkbox"/> Wine <input checked="" type="checkbox"/> Liquor |                                     |
| Projected percentage of sales:                                                                                                      | Generated from Food: \$400,000    Generated from Alcohol: \$200,000                                                          |                                     |
| Hours & days of operation:                                                                                                          | 7 Days 9am - 12am (Private Functions)                                                                                        |                                     |
| QUESTIONS                                                                                                                           | YES                                                                                                                          | NO                                  |
| Will full-course meals, only capable of consumption with the use of tableware, be served the entire time the establishment is open? | <input type="checkbox"/>                                                                                                     | <input checked="" type="checkbox"/> |
| If No, please explain: It's a catering Venue so there is more than just food being served.                                          |                                                                                                                              |                                     |
| Is the establishment less than 300 feet from a school, dormitory, church or parish house, or similar establishment?                 | <input type="checkbox"/>                                                                                                     | <input checked="" type="checkbox"/> |
| If yes, give the distance:                                                                                                          |                                                                                                                              |                                     |
| Will you have entertainment on the premises? (If yes, a Supplemental Application for Entertainment is required.)                    | <input checked="" type="checkbox"/>                                                                                          | <input type="checkbox"/>            |
| Will you permit dancing after 1:00 a.m.?                                                                                            | <input type="checkbox"/>                                                                                                     | <input checked="" type="checkbox"/> |
| Will you have outside dining? (If yes, an Outdoor Dining Application is required)                                                   | <input checked="" type="checkbox"/>                                                                                          | <input type="checkbox"/>            |
| If yes, will the outside dining be on:                                                                                              | <input checked="" type="checkbox"/> PUBLIC property    or <input type="checkbox"/> PRIVATE property                          |                                     |
| Will you have any amusement devices (pinball, video games, juke box)?                                                               | <input type="checkbox"/>                                                                                                     | <input checked="" type="checkbox"/> |
| If yes, please list: # of amusements: _____ and # of pool tables: _____                                                             |                                                                                                                              |                                     |
| What is your targeted opening date? : May 15, 2025                                                                                  |                                                                                                                              |                                     |
| Does the Issuance of this license directly or indirectly benefit any City employee(s)?                                              | <input type="checkbox"/>                                                                                                     | <input checked="" type="checkbox"/> |
| If Yes, list name(s) of employee(s) and department(s):                                                                              |                                                                                                                              |                                     |
| Have any of the applicants, including the corporation (if applicable), ever held a business license with the City of Portland?      | <input checked="" type="checkbox"/>                                                                                          | <input type="checkbox"/>            |
| If Yes, please list business name(s) and location(s): Hugo's, Eventide Oyster Co., and The Hungry Paw.                              |                                                                                                                              |                                     |
| Is any principal officer under the age of 21?                                                                                       | <input type="checkbox"/>                                                                                                     | <input checked="" type="checkbox"/> |
| Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?    | <input checked="" type="checkbox"/>                                                                                          | <input type="checkbox"/>            |
| If Yes, please explain: Andrew and Arlin both have OUI from 2015 and 2007 Seattle.                                                  |                                                                                                                              |                                     |

I, Arlin Smith, do hereby swear and affirm that every employee in my establishment that serves alcohol to the public has attended server training, or will attend server training within 90 days of their hire. I also understand that at any time the City license administrator can, upon request, require me to produce Server Training certificates for each employee that serves alcohol to the public in my establishment. Failure to meet the training requirement imposed by section 15-41 may result in the denial of a liquor license pursuant to 28-A M.R.S.A. § 653 (2) (G).

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licensee and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto. I/We, hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We, hereby waive any rights to privacy with respect thereto.

Signature [Signature] Title Owner Date 4/11/25



**CITY OF PORTLAND**  
Permitting and Inspections Department

**Outdoor Dining Permit on Public Property  
Supplemental Application**

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor  
License Valid April 1-November 30

|                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Legal Advertisement Deposit \$100.00                                                              |
| <input type="checkbox"/> Outdoor Dining on Public Property \$84.00 plus \$2.00 per Square foot \$2.00 X ____ SF = ____                |
| <input type="checkbox"/> Outdoor Dining on Public Property in a City Park \$84.00 plus \$6.30 per Square foot \$6.30 X ____ SF = ____ |

| Business Information                  |                                                            |
|---------------------------------------|------------------------------------------------------------|
| Establishment Name (d/b/a):           | Big Tree Catering Phone: 845-242-4017                      |
| Location Address:                     | 685 Congress St. Portland ME Zip: 04102                    |
| Mailing Address:                      | 88 Middle St. Portland ME Zip: 04101                       |
| Contact Person:                       | Arlin Smith Phone: 845-242-4017                            |
| Contact Person Email:                 | arlin.smith@gmail.com                                      |
| Manager of Establishment:             | Chris Geannelis Date of Birth: 5/23/91 Phone: 207-910-9056 |
| Owner of Premises (Landlord):         | Bill Black, Factors Financial FRC Inc.                     |
| Address of Premises Owner (Landlord): | 225 Sea Meadows, Yarmouth ME Zip: 04096                    |

**Owner Information**

| Corporate Name       |             | Corporate Mailing Address            |              |
|----------------------|-------------|--------------------------------------|--------------|
| Big Tree Hospitality |             | 88 Middle St. Portland ME Zip: 04101 |              |
| Contact Person:      | Arlin Smith | Phone:                               | 845-242-4017 |

| Principal Officers | Title | Date of Birth | Residence Address                    |
|--------------------|-------|---------------|--------------------------------------|
| Arlin Smith        | Owner | 10/31/82      | 383 Commercial St. Portland ME 04101 |
| Andrew Taylor      | Owner | 10/10/80      | 33 Santiago Way Cumberland ME, 04021 |
|                    |       |               |                                      |
|                    |       |               |                                      |

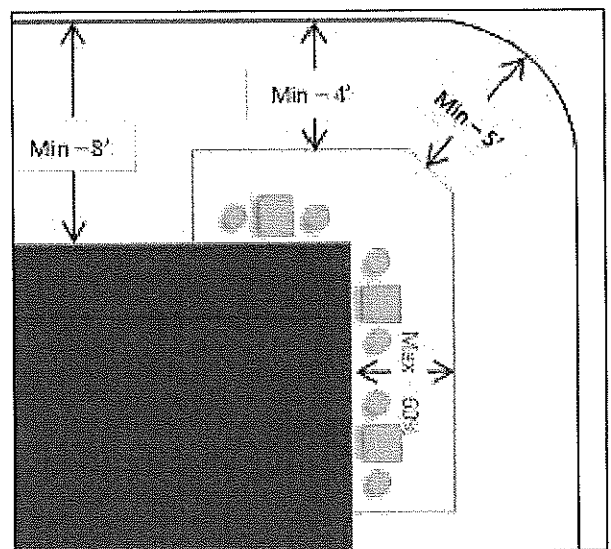


**CITY OF PORTLAND**  
Permitting and Inspections Department

|                                        |                                                                                                                              |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Class of License:                      | <i>Class I Qualified Catering License</i>                                                                                    |
| Type of food served:                   | <i>New American</i>                                                                                                          |
| Please circle all that will be served: | Beer <input checked="" type="checkbox"/> Wine <input checked="" type="checkbox"/> Liquor <input checked="" type="checkbox"/> |
| Hours & days of operation:             | <i>7 Days 9am 12am</i>                                                                                                       |
| Number of Tables                       | <i>4 Tables</i>                                                                                                              |
| Number of Chairs                       | <i>8 Chairs</i>                                                                                                              |

**Design and Construction**

| Existing Sidewalk Width<br>(property line to curb) | Sidewalk Dining Allowed? |
|----------------------------------------------------|--------------------------|
| < 8'0"                                             | No                       |
| ≥ 8'0"                                             | Yes – up to 60% of       |
| Sidewalk Type                                      | Sidewalk Passage Width   |
| Standard sidewalk                                  | 4'0"                     |
| Street corner                                      | 5'0"                     |

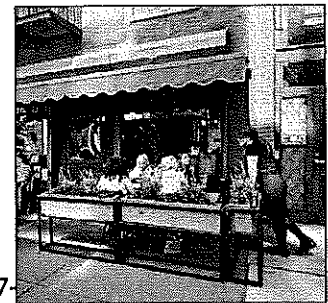
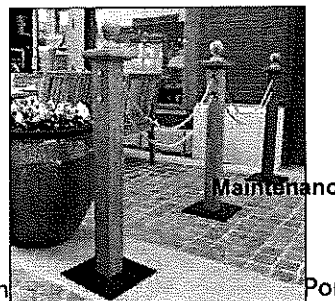
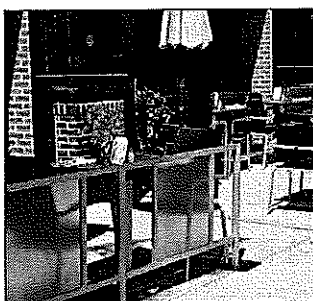


- Outdoor dining area shall not exceed 60% of the sidewalk width.
- A continuous, unobstructed sidewalk passage of 4 feet from the outer boundary of the seating area to the curb must be maintained. If the passage is not straight due to existing obstacles, then additional width may be required. Any changes to existing straight passage is at the discretion of the City.
- Egress must be maintained free of obstruction.
- Permanent fixtures, such as awnings, require a building permit separate from the Outdoor Dining permit and subject to approval by the Building Authority.
- Umbrellas do not require a permit.
- Umbrellas must be secured and maintain the height clearance for sidewalk passage.

**Barriers**

- If barriers are proposed, they must be free-standing. Physical attachments to a building are not allowed.
- Stanchions and ropes are encouraged. Sectional fencing is allowed with a high degree of visual transparency (at least 50% open). Solid or opaque barriers are not allowed.
- Shall not exceed 42" in height and may not include commercial signage.

Example barrier types that meet regulation





**CITY OF PORTLAND**  
**Permitting and Inspections Department**

- Outdoor dining components must be within the permitted area and allow safe passage of pedestrian traffic. Failure to comply may result in a revocation of the permit.
- The permit holder is responsible for keeping the outdoor seating area clean.
- No food shall be prepared in the designated outdoor dining area.
- All outdoor dining components shall be removed before snowfall and while any snow or ice exists within four feet of the outdoor dining area. The City will not be responsible for damage to any property that is not removed prior to sidewalk maintenance.
- Outdoor dining areas must meet ADA regulations and accessible seating is required.
- Request for the use of adjacent on street parking space for outdoor dining installations requires Parking Office and Building Authority review and approval.

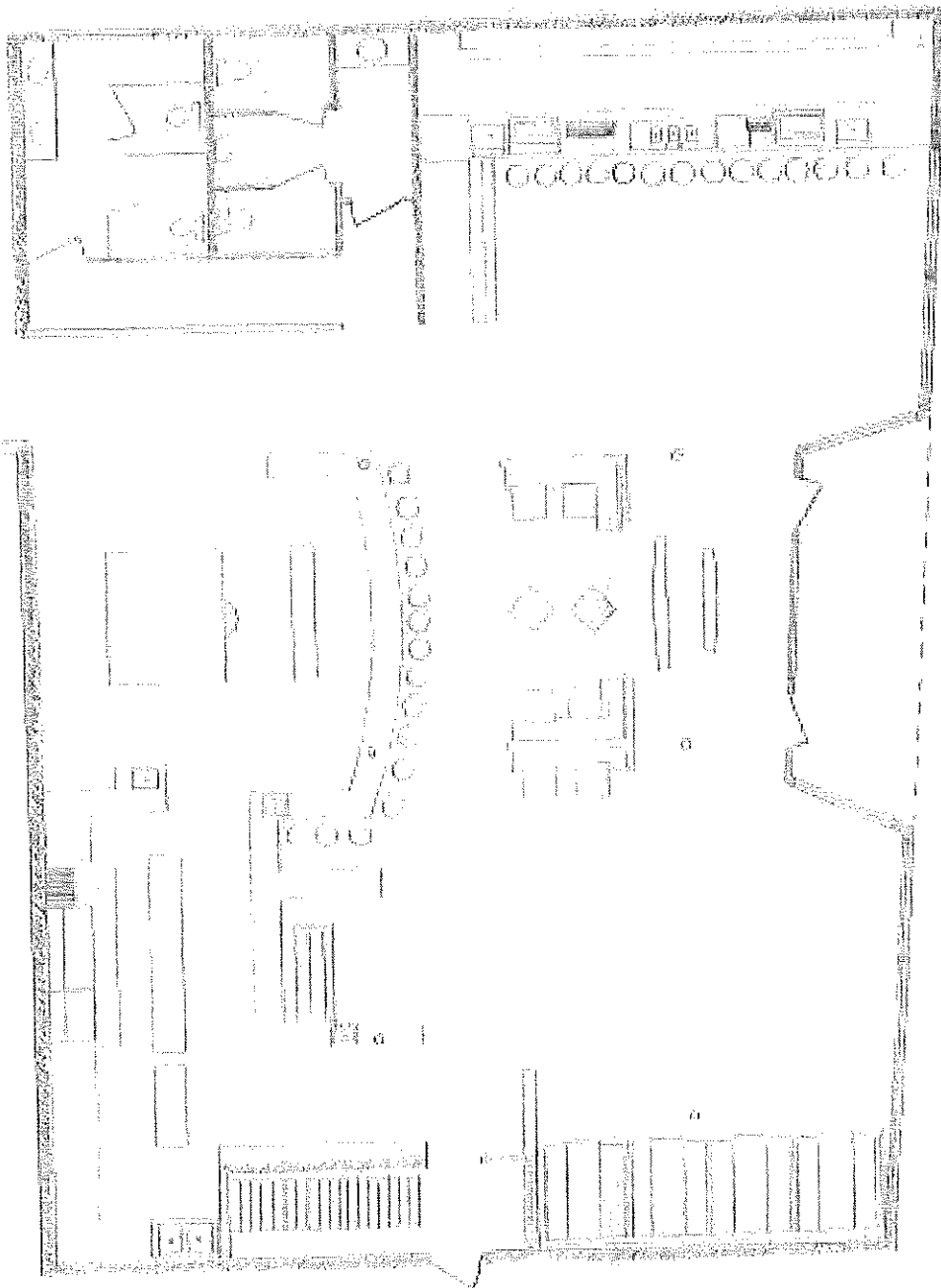
I/We fully understand that the City of Portland, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to my/our person or property arising out of the establishment's occupancy of the sidewalk or park space. To the fullest extent permitted by law, I/We do hereby agree to assume all risk of injury, harm or damage to my/our person or property (including but not limited to all risk of injury, harm or damage to my/our property cause by the negligence of the City of Portland, its agents, officers or employees) arising out of the establishment's occupancy of the sidewalk or park space. I/We hereby agree, to the fullest extent permitted by law, to defend, indemnify and hold harmless the City of Portland, its agents, officers and employees, from and against all claims, damages, losses and expenses, just or unjust, including, but not limited to costs of defense and attorney's fees, arising out of the establishment's occupancy of the sidewalk or park space, provided that any such claims, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use there from, and (2) is caused in whole or in part by any negligent act or omission of the establishment, anyone directly or indirectly employed by it, or anyone for whose act it may be liable.

Signature [Signature] Title Owner Date 10/11/25

**For Administrative Use Only**

|                            |                         |              |
|----------------------------|-------------------------|--------------|
| Amount: _____              | Request Date / Approval | Notes: _____ |
| Date Paid: _____           | FD: _____               | _____        |
| CC _____ CA _____ CK _____ | Health: _____           | _____        |
|                            | PD: _____               | _____        |
| Amount: _____              | Treasury: _____         | _____        |
| Date Paid: _____           | Zoning: _____           | _____        |
| CC _____ CA _____ CK _____ |                         |              |

REF: DISU P. 100

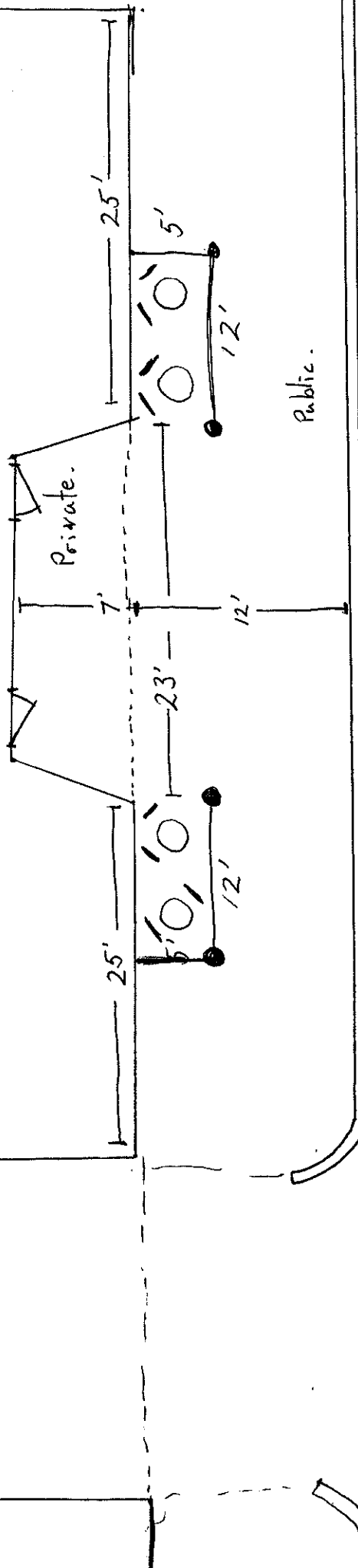






Side Alley

~~235 sq ft.~~  
235 sq ft.  
on public sidewalk.



Congress St.

# THE MEAL

## TO START

**Green Salad** baby greens • nori vinaigrette • pickled carrot • daikon • red onion **\$11 per person**

**Grilled Caesar** charred romaine • house caesar dressing • cured mackerel • shaved parmesan • sourdough crouton **\$11 per person**

**Wedge** baby iceberg • house bacon lardons • vine ripe tomato • blue cheese dressing • frico **\$11 per person**

**Brassicas Salad** grilled kale and cabbage • brussels sprouts • radishes • maple walnut • blue cheese • umami vinaigrette • micro mustard greens **\$12 per person**

**Roasted Carrots** local carrots • sweet and sour mustard seed vinaigrette • hazelnuts • thyme • farmer's cheese • apple mostarda **\$12 per person**

**Farro Salad** farro • roasted cauliflower • baby kale • edamame • picked herbs • green goddess dressing • fried koji **\$11 per person**

## MAINS

(SERVED BUFFET OR FAMILY STYLE)

**Grilled Lobster Tails** grilled and served with herbed butter and lemon **\$31 per person**

**Poached Halibut** poached in lemon oil • served with citron confit • parsley and fried shallot **\$28 per person**

**Pan Fried Black Cod** With crispy chorizo • avocado cream and kalamata crumb **\$28 per person**

**Chicken Roulade** Neatly rolled and fried golden brown with chili crisp • tare • maldon • parley **\$20 per person**

**Grilled Pork** Grilled confit local pork shoulder with braised mustard greens and mostarda **\$24 per person**

**Grilled Beef** Grilled skirt, strip and tri-tip steak with chimichurri and fried capers **\$28 per person**

**Rib Roast** Slow roasted rib roast • sliced to order and served with beef jus • horseradish sauce and fried onion **\$32 per person**

## FEASTS

(BUFFET-STYLE ONLY)

**Low and Slow BBQ** Slow smoked pork shoulder • beef burnt ends • chicken and ribs. Served with white bread • pickles • 3 barbecue sauces • pickled white onion and cornbread. **Includes:** baked beans, collard greens, potato salad **\$58 per person**

**Bo Ssam** Marinated and smoked pork shoulder pulled and ready to make your own lettuce wraps with butter lettuce, umami mayo, house sambal, various pickles and an herb salad. **Includes:** smashed cucumber salad, kimchi and potato salad. **\$50 per person**

**Clam Bake** Steamer clams, mussels, lobsters, potatoes, salt pork, eggs, corn on cob (in season) served with nori vinaigrette, lemon wedges and drawn butter. **Includes:** potato chips, steamed buns and cole slaw. **\$115 per person**

**New England 'Barbecue'** The backyard/tail-gate classic. Hot dogs, burgers, house sausages, sauteed peppers and onions, Little Spruce Baking Co. buns plus all the classic condiments and more! **Includes:** cole slaw, potato salad, watermelon, nori chips **\$75 per person**

## DESSERTS

**Selection of Pies** choose from a variety of pies including: blueberry oat crumble • citrus meringue with graham cracker crust • bourbon maple pecan • chocolate pecan • chocolate cream **\$35 per pie** (8 slices per pie)

**Ice Cream Sundae Bar** choose from a variety of house made ice creams and sorbets with all the classic fixings **\$15 per person**

**Churro Bar** cinnamon sugar dusted and double fried. A fun twist on a sweet bite to end the night. Served with all the classic sundae bar fixings **\$15 per person**

**Whoopie Pies** **\$4 per person**

## SIDES

**\$7 per person**

Cole Slaw

Potato Chips

Potato Salad

Kimchi

Seasonal Vegetable

Smashed Cucumbers

Roasted Cauliflower Salad

Warm Brown Butter

Potatoes

Biscuits with Honey-

Butter and Jam

Focaccia



Zachary Lenhart <zlenhart@portlandmaine.gov>

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## Big Tree Catering\_685 Congress\_Qualified Catering

---

**Zoning** <zoning@portlandmaine.gov>

Wed, May 21, 2025 at 9:19 AM

To: Zoning <zoning@portlandmaine.gov>

Cc: Zachary Lenhart <zlenhart@portlandmaine.gov>, Zachary Finley <zackf@portlandmaine.gov>, Ron Kelton <rkelton@portlandmaine.gov>, Fire Prevention <fireprevention@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Katlyn Sawyer <ksawyer@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, "Lynch, Kim" <kim.lynch@maine.gov>, Benjamin Pearson <bnp@portlandmaine.gov>, Tom Williams <tw@portlandmaine.gov>, Jason Grant <jgrant@portlandmaine.gov>, Treasury Division <treasury@portlandmaine.gov>, Business Licensing <bl@portlandmaine.gov>, cstacey <cstacey@portlandmaine.gov>

Good Morning,

685 Congress ST, Unit A (front unit) is restaurant. Zoning approves.

Thank you,

Mac

--

Mac Coldwell

City of Portland  
Zoning Specialist  
Permitting & Inspections Department  
389 Congress ST, Room #315  
Email: mcoldwell@portlandmaine.gov  
he/him

[Quoted text hidden]

City of Portland | Permitting and Inspections  
Zachary Lenhert, Licensing and Housing Safety Manager



May 27, 2025

Big Tree Catering LLC  
88 Middle Street  
Portland, ME 04103

Re: 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

Dear Big Tree Catering LLC:

This letter shall serve as a reminder of the public hearing before the Portland City Council on Monday June 2, 2025 at 5:00 p.m., for the review of application for Qualified Catering with Outdoor Dining on Public Property at 685 Congress Street. The meeting will take place in person at Portland City Hall, in City Council Chambers on the 2nd Floor of 389 Congress Street.

You or a representative of the business must be present at this meeting in the event that the city council has questions regarding the license application. If there is no representation and questions arise, the item may be postponed.

Please contact our office directly with questions at (207) 874-8557 or at [bl@portlandmaine.gov](mailto:bl@portlandmaine.gov).

Sincerely,

Zachary J. Lenhert  
Licensing and Housing Safety Manager

## **Legal Advertisement**

### **Notice of Public Hearing City of Portland**

A Public Hearing will be held on June 2, 2025 at 5:00 P.M., in City Council Chambers, 389 Congress St. for 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 Copy

File Number: 63829

Job Type: New Application

### LICENSE TYPE

On-Premises: Beer, Wine & Spirits

### APPLICATION DATE RECEIVED

2025-04-14

### SECONDARY LICENSE(S)

#### NAME

Qualified Catering - Self Sponsored  
Events

#### DESCRIPTION

A self-sponsored event permit authorizes a qualified catering service to sponsor events held at the licensee's principal place of business. The permit allows for up to 100 self-sponsored events per year. In addition to holding this permit, the licensee must submit a notice of self-sponsored event prior to each event.

### LICENSEE LEGAL NAME

Big Tree Catering, LLC

### LICENSEE TYPE

Limited Liability Company

### DOING BUSINESS AS

Big Tree Catering

### CORPORATE NUMBER

20183345DC

### INCORPORATION DATE

2018-02-21

### CORRESPONDENCE ADDRESS

685 Congress St. Portland ME 04102

### MAILING ADDRESS

### PHYSICAL ADDRESS

### CONTACT NAME

Arlin Smith

### PREFERRED CONTACT METHOD

Email

CONTACT PHONE  
(845) 242-4017

ALTERNATE PHONE

FAX

EMAIL

arlin.smith@gmail.com

#### CORPORATE STRUCTURE

| NAME          | POSITION/TITLE | PARENT COMPANY       | % INTEREST |
|---------------|----------------|----------------------|------------|
| Arlin Smith   | Owner          | Big Tree Hospitality | 41         |
| Andrew Taylor | Owner          | Big Tree Hospitality | 41         |
| Will Droste   | Owner          | Big Tree Hospitality | 17         |

#### ADDITIONAL INFORMATION

MANAGED BY AGENT

No

PREMISES TYPE

Qualified Catering Services

PREMISES NAME

Big Tree Catering at Local 188

OPERATOR

Chris Geannelis

PHYSICAL ADDRESS

685 Congress St. Portland ME 04101

MAILING ADDRESS

88 Middle Street Portland ME 04101

CONTACT NAME

Arlin Smith

PREFERRED CONTACT METHOD

Phone

CONTACT PHONE

(845) 242-4017

ALTERNATE PHONE

FAX

EMAIL

arlin.smith@gmail.com

## QUESTIONS

### On-Premises: Beer, Wine & Spirit

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

Yes

20183345DC

2. What is your expected start date?

We are hoping to open May 15th

3. Has/have applicant(s) formerly held a Maine liquor license?

Yes

CARL-2012-9475&amp;amp;lt;br

/&amp;amp;gt;Hugo&amp;amp;#x27;s, Eventide Oyster

Co., and The Honey Paw&amp;amp;lt;br /&amp;amp;gt;88

Middle St. &amp;amp;lt;br /&amp;amp;gt;Portland, ME

04101

4. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

Yes

South Freeport Market RET-2023-15139

Town Landing Market RET-2022-14328

5. Is the applicant/licensee an individual, partnership, or association?

Yes

Yes

6. Are all licensees/applicants residents of the State of Maine?

Yes

7. Is your license for a club with a membership?  
No
8. Is your license application for Vessel Corporation?  
No
9. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?"  
No
- 10 Do you allow dancing or entertainment on the licensed premises?  
If so, You need to have a a license from the Maine State Fire Marshal.  
See <https://www.maine.gov/dps/fmo/plans-review/applications> for more information.  
No
- 11 Will any law enforcement officer directly benefit financially from this license, if issued?  
No
- 12 Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.  
No
- 13 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?  
No
- 14 Do you have a manager employed?  
Yes  
Chris Geannelis&amp;amp;lt;br /&amp;amp;gt;05/23/1991

15 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?

No

16 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

17 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

18 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

Yes

Andrew Taylor, 9/2006, Reckless Driving, Seattle, WA, Suspended License 30days&amp;amp;lt;br /&amp;amp;gt;Arlin Smith, 8/2015, OUI, Portland, ME, Suspended License 120 days

19 Does the licensee/applicant(s) own the premises?

No

(document uploaded)

20 At which address are your business records located?

88 Middle St.

Portland, ME 04101

21 What will be your business hours? Please indicate each day's open and close times.

9am- 12am 7 days a week

22 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

150 yards to the nearest church

23 Is your application for a Hotel or Bed & Breakfast?

No

24 Do you have a food menu?

Yes

(document uploaded)

### **Secondary License: Qualified Catering - Self Sponsored Events**

1. Is your event space description included in your floor plan diagram?

Yes

#### **DOCUMENTS**

| TYPE                        | FILE NAME                       | DESCRIPTION |
|-----------------------------|---------------------------------|-------------|
| Corporate Supplemental Form | Doc - Apr 14 2025 - 1-04 PM.pdf |             |
| Premises Floor Plan         | Doc - Apr 14 2025 - 1-11 PM.pdf |             |
| Food Menu                   | Doc - Apr 14 2025 - 1-12 PM.pdf |             |
| Lease/Rental Agreement      | Doc - Apr 14 2025 - 1-13 PM.pdf |             |

#### **APPLICANT**

Arlin Smith

## DECLARATION

- ☒ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Supplemental Ownership Form

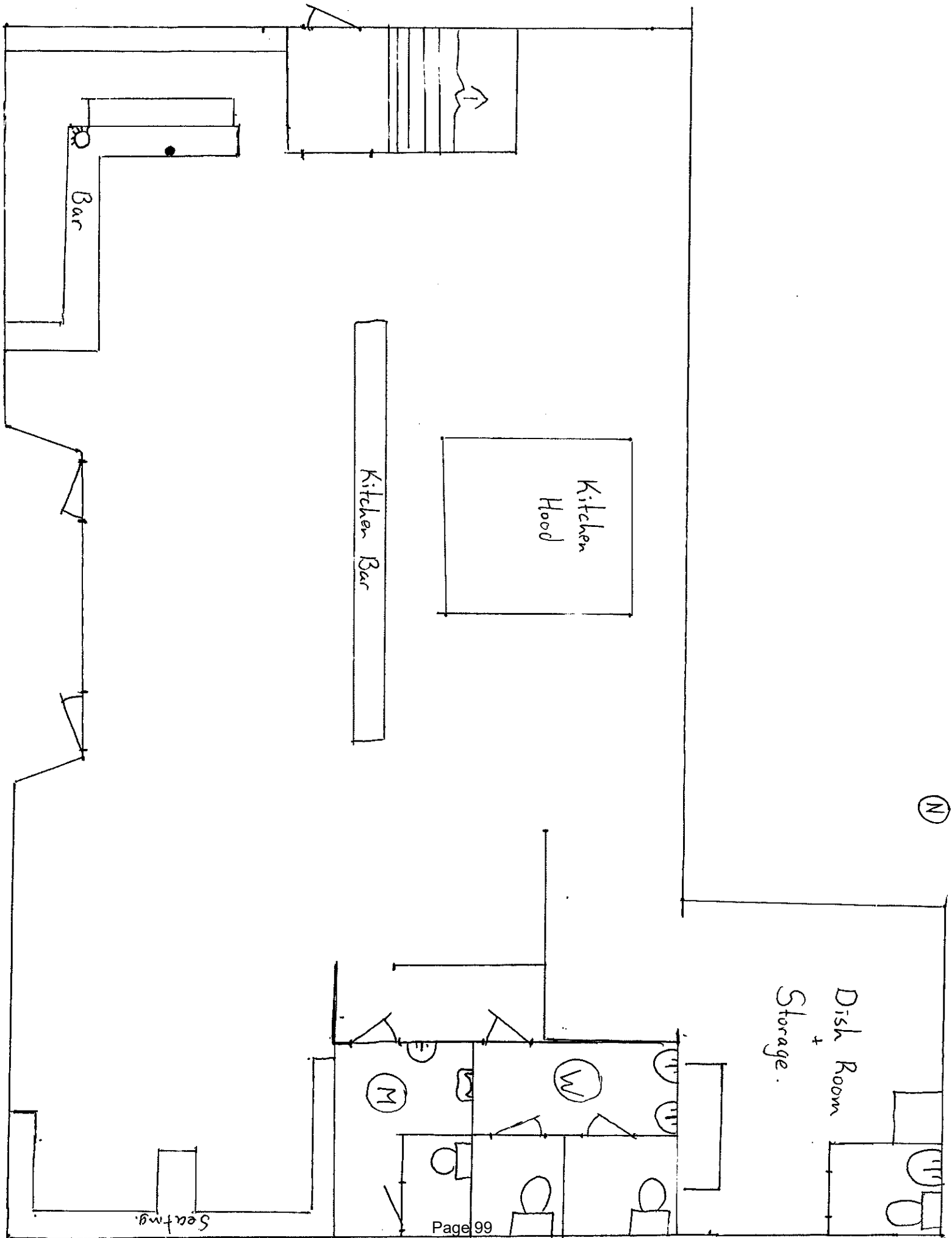
28-A M.R.S. §651

All Questions Must Be Answered Completely.

|                                                                     |                                                     |                                     |
|---------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------|
| 1. Company or sole proprietor legal name:<br>Big Tree Catering, LLC | 2. Date of incorporation/registration:<br>2/21/2018 | 3. State of incorporation:<br>Maine |
|---------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------|

List the following information for officers, directors, owners equal to or over 10%, and persons with indirect financial interest in the applicant.

| Name          | Date of Birth | Phone or E-mail               | Address                                   | Title | Ownership Stake (%) |
|---------------|---------------|-------------------------------|-------------------------------------------|-------|---------------------|
| Arlin Smith   | 10/3/82       | 845-242-4017                  | 383 Commercial St.<br>Portland, ME        | Owner | 41%                 |
| Andrew Taylor | 10/10/80      | andrew@bigtreehospitality.com | 33 Santiago Way<br>Cumberland, ME 04021   | Owner | 41%                 |
| Will Droste   | 7/18/81       | wdroste@redsox.com            | 9 Pondview Ave<br>Jamaica Plain, MA 02130 | Owner | 17%                 |
|               |               |                               |                                           |       |                     |
|               |               |                               |                                           |       |                     |
|               |               |                               |                                           |       |                     |



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

**CITY OF PORTLAND**  
**IN THE CITY COUNCIL**

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

**ORDER**  
**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**

## **May 19 City Council Budget Discussion Public Comment**

Kathleen Finn katfinnpdx@gmail.com via portlandmaine.gov  
Sat, May 17, 4:51 PM (2 days ago)  
to publiccomment

To Council Members and Mayor Dion,

I am writing to implore you to do a better job of being stewards of taxpayer money. The pattern of leaning heavily on taxpayers to make up for shortfalls is not a long-term solution to budget woes. The biggest spend as per usual is a bloated HHS budget that does more to serve non-residents than it does to directly serve Portland taxpayers. We need zero-based budgeting and a citizen advisory board to oversee the Council as too many expensive decisions are made with little public oversight. I request that you work hard to keep the budget to inflation rates and no more.

Thank you,

Kathleen Finn  
45 Kenwood Street

Public Comment: may 19 Council Budget Mtg

Katrina Libbey mirabilia207@gmail.com via portlandmaine.gov  
Sun, May 18, 8:20 AM (1 day ago)  
to publiccomment

Public Comment submission

As I watch another round of the City of Portland's budget wrangling, it's apparent that the Council and the Mayor have abdicated their duties. Collectively, the Council treats the budget process like an auction. Apparently, the highest bidder this season was Mayor Dion who started the bidding at 7%. Other councilors came in lower but still treated it like a bidding war. The conversation didn't start with "What can we afford?" or "How can we balance the budget?" No. It was how high can we go? How high can we push it? I would say the Council has disregard for the Portland taxpayer, but that's too generous. You have contempt for the Portland taxpayer.

One of the most basic services that a tax-paying citizen should receive for paying taxes are paved roads. This apparently is no-go for the City of Portland. I don't know how any of you can drive to your jobs, drive to City Hall, drive to errands and not be completely embarrassed over what you govern. I would compare the roads to a lesser developed country but let's be real, I am sure third world countries have better roads than we do. Rutted streets pockmarked with potholes nearly a foot deep is the standard. Roads are a crazy quilt of slap dash macadam repair jobs with no visible lines. Congress Street is nearly undriveable. Brighton Avenue, Deering Avenue, Forest Avenue -- pick a street, it doesn't matter, they mock us all. Pay taxes and get nothing.

And, magically there is always money for the people that do not live here. There is money for hundreds of needles to feed the unsatiable appetites of heroin addicts. There is money for shelters to house people that by your own data show that more than 50% do not live nor have ever lived in Portland. They are either from other towns in Maine, other states or other countries. But who foots the bill? Taxpayers that live here and drive on crumbling roadways.

It's the same story every year. I hear the Council and Mayor plead poverty due to rising costs and the GA shortages (which wouldn't be an issue if we stopped housing people from all over the country). But in the same breath, a giggling Councilor shoves in a \$165,000 'pet project' to fix stairs in her district. The same Councilor who breathlessly slid in a \$1,000,000 addition to last year's budget for a dump truck and other 'utterly necessary equipment'. She insisted it was only pennies added to the mill rate. This illustrates my earlier point -- utter contempt for the taxpayer.

My wish is to have a Council and Mayor that governs for the 65,000 residents that live here and pay taxes. You should be able to balance a budget that provides for the most basic services in a town this size. Start asking: what can we afford? Start saying no to the extraneous projects, departments, purchases that clog the budget every year. Stop governing by emergency. (We need everything, we need it now, and we will figure out how to pay for it later -- That's been the modus operandi for far too long.) That's how we got stuck with \$5 million added to the budget because the Council FAILED to vet the fly-by-night MIRC NGO that was supposed to run the 166 Riverside Shelter.

And, finally, please consider budgeting with an eye for the future. In other words, what is the plan? what is your vision? do you have one? Do you think endless tax increases are going to fly for the long term? Do you honestly think that a town with crumbling infrastructure, drug addicts prancing through parks, discarded needle piles and failing small businesses is going to be a robust tourist attraction for long? People who LIVE here don't want to go downtown.

Please start addressing basic needs of Portlanders and stop with ideological projects that help very few. We need common sense governance and councilors who are serious about budgeting to match reality.

Katie Libbey

364 Deering Avenue

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

**CITY OF PORTLAND**  
IN THE CITY COUNCIL

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

**ORDER APPROVING FISCAL YEAR 2026 ADMINISTRATIVE FEES  
FOR CITY CLERK, EXECUTIVE, FIRE, PARKING, PARKS RECREATION &  
FACILITIES, PLANNING, AND PUBLIC WORKS**

**ORDERED**, that the fee increase for counter wedding ceremonies, as shown in the schedule attached hereto from the City Clerk as Exhibit A, is hereby approved; and

**BE IT FURTHER ORDERED**, that the fee increase for electric charging meters, as shown in the schedule attached hereto from the Sustainability Office as Exhibit B, is hereby approved; and

**BE IT FURTHER ORDERED**, that the fee increase for billable non-transport, as shown in the schedule attached hereto from the Fire Department as Exhibit C, is hereby approved; and

**BE IT FURTHER ORDERED**, that the monthly parking garage fee increase for city-owned Elm and Spring Street Garages, as shown in the schedule attached hereto as Exhibit D from the Parking Division, is hereby approved; and

**BE IT FURTHER ORDERED**, that the various fee increases, as shown in the schedule attached hereto from the Parks Recreation & Facilities Department as Exhibit E, are hereby approved; and

**BE IT FURTHER ORDERED**, that the various fee increases, as shown in the schedule attached hereto from the Planning Department as Exhibit F, are hereby approved; and

**BE IT FURTHER ORDERED**, that fee increase for Permanent Pavement Restoration as shown in the schedule attached hereto from the Public Works Department as Exhibit G, is hereby approved; and

**BE IT FURTHER ORDERED**, that these fees shall be effective on July 1, 2025.

# EXHIBIT A

## FY26 Revenue Fee Schedule Change Administrative Fees

**Department: City Clerk**

| <b><u>Account#</u></b> | <b><u>Revenue Description</u></b> | <b><u>Current Fee</u></b> | <b><u>FY 26 Proposed Fee</u></b> |
|------------------------|-----------------------------------|---------------------------|----------------------------------|
| 10012000-341000        | Counter wedding ceremonies        | \$125.00/each             | \$150.00/each                    |

## EXHIBIT B

### FY26 Revenue Fee Schedule Change

**Department: Executive (Sustainability Office)**

| <b><u>Account#</u></b> | <b><u>Revenue Description</u></b> | <b><u>Current Fee</u></b> | <b><u>FY 26 Proposed Fee</u></b> |
|------------------------|-----------------------------------|---------------------------|----------------------------------|
| 10013100-364300        | Electric Vehicle Charging Meter   | \$0.15/kwh                | \$0.30/kwh                       |

**FY26 REVENUE FEE SCHEDULE CHANGE**  
**Administrative Fee**

**Department:**            Fire Field Public Safety

| <b><u>Account #</u></b> | <b><u>Revenue Description</u></b> | <b><u>Current Fee</u></b> | <b><u>FY26<br/>Proposed Fee*</u></b> |
|-------------------------|-----------------------------------|---------------------------|--------------------------------------|
| 10022300-342000         |                                   |                           |                                      |
|                         | Billable Non-Transport            | \$160.00/each             | \$300/each                           |

\*If approved, these fees shall take effect July 1st, 2025

## FY26 REVENUE FEE SCHEDULE CHANGE

### Administrative Fees

**Department: Parking**

| <b>Account #</b>  | <b>Revenue Description</b>                              | <b>Current Fee</b> | <b>FY25</b>         |
|-------------------|---------------------------------------------------------|--------------------|---------------------|
|                   |                                                         |                    | <b>Proposed Fee</b> |
| 100-18-200-364020 | Garages, Lots, Meters <b>Elm St. Monthly Parking</b>    | \$160.00 / mo      | \$170.00 / mo       |
| 100-18-300-364020 | Garages, Lots, Meters <b>Spring St. Monthly Parking</b> | \$160.00 / mo      | \$170.00 / mo       |

**FY26 Revenue Fee Schedule Change**  
 Department: Parks, Recreation & Facilities Division: Aquatics  
 Fee Schedule Change is Administrative

Effective: 7/1/2025

| <u>Account Number</u>                                               | <u>Revenue Description</u>                                  | <u>Current Rates</u> | <u>FY26 Proposed Rates</u> |
|---------------------------------------------------------------------|-------------------------------------------------------------|----------------------|----------------------------|
| <b>Swimming</b>                                                     |                                                             |                      |                            |
| 10033303 347080                                                     | Youth - Resident (Ages 17 & Under)                          | \$2.00               | \$2.00                     |
| 10033303 347080                                                     | Youth - Non Resident (Ages 17 & Under)                      | \$5.00               | \$5.00                     |
| <b>Swimming      Kiwanis Pool 1</b>                                 |                                                             |                      |                            |
| 10033303 347080                                                     | Resident                                                    | \$5.50               | TBD                        |
| 10033303 347080                                                     | Non Resident                                                | \$6.00               | TBD                        |
| <b>Swimming      Reiche &amp; Riverton Pools</b>                    |                                                             |                      |                            |
| 10033303 347080                                                     | Adult - Resident                                            | \$5.50               | \$6.00                     |
| 10033303 347080                                                     | Adult - Non Resident                                        | \$6.50               | \$7.00                     |
| 10033303 347080                                                     | Senior - Resident (62 & Older)                              | \$4.00               | \$4.00                     |
| 10033303 347080                                                     | Senior - Non Resident (62 & Older)                          | \$5.00               | \$5.00                     |
| 10033303 347080                                                     | Masters - Resident                                          | \$7.00               | \$7.00                     |
| 10033303 347080                                                     | Master - Non Resident                                       | \$8.00               | \$8.00                     |
| <b>Swimming      Punch Cards</b>                                    |                                                             |                      |                            |
| 10033303 347080                                                     | Adult - Resident - 5 Punch Pass                             | N/A                  | \$28.00                    |
| 10033303 347080                                                     | Adult - Non Resident - 5 Punch Pass                         | N/A                  | \$33.00                    |
| 10033303 347080                                                     | Adult - Resident - 10 Punch Pass                            | N/A                  | \$54.00                    |
| 10033303 347080                                                     | Adult - Non Resident - 10 Punch Pass                        | N/A                  | \$63.00                    |
| 10033303 347080                                                     | Adult - Resident - 20 Punch Pass                            | \$110.00             | \$102.00                   |
| 10033303 347080                                                     | Adult - Non Resident - 20 Punch Pass                        | \$125.00             | \$119.00                   |
| 10033303 347080                                                     | Senior Adult - Resident - 5 Punch Pass (62 & Older)         | N/A                  | \$19.00                    |
| 10033303 347080                                                     | Senior Adult - Non Resident - 5 Punch Pass (62 & Older)     | N/A                  | \$24.00                    |
| 10033303 347080                                                     | Senior Adult - Resident - 10 Punch Pass (62 & Older)        | N/A                  | \$36.00                    |
| 10033303 347080                                                     | Senior Adult - Non Resident - 10 Punch Pass (62 & Older)    | N/A                  | \$45.00                    |
| 10033303 347080                                                     | Senior Adult - Resident - 20 Punch Pass (62 & Older)        | \$70.00              | \$68.00                    |
| 10033303 347080                                                     | Senior Adult - Non Resident - 20 Punch Pass (62 & Older)    | \$80.00              | \$85.00                    |
| 10033303 347080                                                     | Adult Aerobics - Resident - 5 Punch Pass                    | N/A                  | \$28.00                    |
| 10033303 347080                                                     | Adult Aerobics - Non Resident - 5 Punch Pass                | N/A                  | \$33.00                    |
| 10033303 347080                                                     | Adult Aerobics - Resident - 10 Punch Pass                   | N/A                  | \$54.00                    |
| 10033303 347080                                                     | Adult Aerobics - Non Resident - 10 Punch Pass               | N/A                  | \$63.00                    |
| 10033303 347080                                                     | Adult Aerobics - Resident - 20 Punch Pass                   | \$115.00             | \$102.00                   |
| 10033303 347080                                                     | Adult Aerobics - Non Resident - 20 Punch Pass               | \$130.00             | \$119.00                   |
| 10033303 347080                                                     | Senior Aerobics - Resident - 5 Punch Pass (62 & Older)      | N/A                  | \$24.00                    |
| 10033303 347080                                                     | Senior Aerobics - Non Resident - 5 Punch Pass (62 & Older)  | N/A                  | \$29.00                    |
| 10033303 347080                                                     | Senior Aerobics - Resident - 10 Punch Pass (62 & Older)     | N/A                  | \$45.00                    |
| 10033303 347080                                                     | Senior Aerobics - Non Resident - 10 Punch Pass (62 & Older) | N/A                  | \$54.00                    |
| 10033303 347080                                                     | Senior Aerobics - Resident - 20 Punch Pass (62 & Older)     | \$80.00              | \$85.00                    |
| 10033303 347080                                                     | Senior Aerobics - Non Resident - 20 Punch Pass (62 & Older) | \$95.00              | \$102.00                   |
| 10033303 347080                                                     | Masters - Resident - 10 Punch Pass                          | \$70.00              | \$70.00                    |
| 10033303 347080                                                     | Masters - Non Resident - 10 Punch Pass                      | \$80.00              | \$80.00                    |
| 10033303 347080                                                     | Masters - Resident - 20 Punch Pass                          | N/A                  | \$140.00                   |
| 10033303 347080                                                     | Masters - Non Resident - 20 Punch Pass                      | N/A                  | \$160.00                   |
| <b>Swimming      Swimming Instruction</b>                           |                                                             |                      |                            |
| <b>30 Minute Lessons - Parent/Child A&amp;B, Preschool, Level 1</b> |                                                             |                      |                            |
| 10033303 347080                                                     | 5 Class Session - Resident                                  | N/A                  | \$40.00                    |
| 10033303 347080                                                     | 5 Class Session - Non Resident                              | N/A                  | \$50.00                    |
| 10033303 347080                                                     | 6 Class Session - Resident                                  | N/A                  | \$50.00                    |
| 10033303 347080                                                     | 6 Class Session - Non Resident                              | N/A                  | \$60.00                    |
| 10033303 347080                                                     | 7 Class Session - Resident                                  | N/A                  | \$60.00                    |
| 10033303 347080                                                     | 7 Class Session - Non Resident                              | N/A                  | \$70.00                    |
| 10033303 347080                                                     | 8 Class Session - Resident                                  | N/A                  | \$70.00                    |
| 10033303 347080                                                     | 8 Class Session - Non Resident                              | N/A                  | \$80.00                    |
| <b>45 Minute Lessons - Level 2 - 6, Adult</b>                       |                                                             |                      |                            |
| 10033303 347080                                                     | 5 Class Session - Resident                                  | N/A                  | \$50.00                    |
| 10033303 347080                                                     | 5 Class Session - Non Resident                              | N/A                  | \$60.00                    |
| 10033303 347080                                                     | 6 Class Session - Resident                                  | N/A                  | \$60.00                    |

|                 |                                |     |         |
|-----------------|--------------------------------|-----|---------|
| 10033303 347080 | 6 Class Session - Non Resident | N/A | \$70.00 |
| 10033303 347080 | 7 Class Session - Resident     | N/A | \$70.00 |
| 10033303 347080 | 7 Class Session - Non Resident | N/A | \$80.00 |
| 10033303 347080 | 8 Class Session - Resident     | N/A | \$80.00 |
| 10033303 347080 | 8 Class Session - Non Resident | N/A | \$90.00 |

#### Swimming

|                 |                                                           |        |        |
|-----------------|-----------------------------------------------------------|--------|--------|
| 10033303 347080 | Adult Aerobics - Daily - Resident                         | \$5.75 | \$6.00 |
| 10033303 347080 | Adult Aerobics - Daily - Non Resident                     | \$6.50 | \$7.00 |
| 10033303 347080 | Senior Adult Aerobics - Daily - Resident (62 & Older)     | \$4.50 | \$5.00 |
| 10033303 347080 | Senior Adult Aerobics - Daily - Non Resident (62 & Older) | \$5.50 | \$6.00 |

#### Swimming

|                 |                                                  |          |          |
|-----------------|--------------------------------------------------|----------|----------|
| 10033303 347080 | Water Safety Instruction Course - Resident       | \$302.00 | \$325.00 |
| 10033303 347080 | Water Safety Instruction Course - Non Resident   | \$302.00 | \$325.00 |
| 10033303 347080 | Private Lessons - 1/2 Hour - Resident            | \$30.00  | \$30.00  |
| 10033303 347080 | Private Lessons - 1/2 Hour - Non Resident        | \$35.00  | \$35.00  |
| 10033303 347080 | Semi - Private Lessons - 1/2 Hour - Resident     | \$45.00  | \$45.00  |
| 10033303 347080 | Semi - Private Lessons - 1/2 Hour - Non Resident | \$50.00  | \$50.00  |
| 10033303 347080 | Private Lessons - 1 Hour - Resident              | \$50.00  | \$50.00  |
| 10033303 347080 | Private Lessons - 1 Hour - Non Resident          | \$60.00  | \$60.00  |
| 10033303 347080 | Semi - Private Lessons - 1 Hour - Resident       | \$70.00  | \$70.00  |
| 10033303 347080 | Semi - Private Lessons - 1 Hour - Non Resident   | \$85.00  | \$85.00  |
| 10033303 347080 | Lifeguard Course - Resident                      | \$260.00 | \$275.00 |
| 10033303 347080 | Lifeguard Course - Non Resident                  | \$275.00 | \$275.00 |

#### Swimming

#### Pool Rentals

|                 |                                                           |     |          |
|-----------------|-----------------------------------------------------------|-----|----------|
| 10033303 347080 | Pool Rental - Resident, Per Hour - Includes One Guard     | N/A | \$95.00  |
| 10033303 347080 | Pool Rental - Non Resident, Per Hour - Includes One Guard | N/A | \$115.00 |
| 10033303 347080 | Additional Guard - Per Hour                               | N/A | \$25.00  |

1 Kiwanis fees are under discussion pending completion of construction.

**FY26 Revenue Fee Schedule Change**

Department: Parks, Recreation & Facilities Division: Athletic Facilities  
 Fee Schedule Change is Administrative

Effective: 7/1/2025

| <u>Account Number</u>                      | <u>Revenue Description</u>                  | <u>Current Rates</u> | <u>FY26 Proposed Rates</u> |
|--------------------------------------------|---------------------------------------------|----------------------|----------------------------|
| <b>Fitzpatrick &amp; Memorial Stadiums</b> |                                             |                      |                            |
| <b>Without Lights, Per Hour</b>            |                                             |                      |                            |
| 10033204 367000                            | Resident Youth Groups                       | \$55                 | \$65                       |
| 10033204 367000                            | Resident Adult Groups                       | \$100                | \$100                      |
| 10033204 367000                            | Non-Resident Youth Groups                   | \$110                | \$130                      |
| 10033204 367000                            | Non-Resident Adult Groups                   | \$200                | \$200                      |
| <b>Fitzpatrick &amp; Memorial Stadiums</b> |                                             |                      |                            |
| <b>With Lights, Per Hour</b>               |                                             |                      |                            |
| 10033204 367000                            | Resident Youth Groups                       | \$130                | \$140                      |
| 10033204 367000                            | Resident Adult Groups                       | \$175                | \$175                      |
| 10033204 367000                            | Non-Resident Youth Groups                   | \$185                | \$205                      |
| 10033204 367000                            | Non-Resident Adult Groups                   | \$275                | \$275                      |
| <b>All Other Athletic Fields</b>           |                                             |                      |                            |
| <b>Without Lights, Per Hour</b>            |                                             |                      |                            |
| 10033204 367000                            | Resident Adult Groups                       | \$55                 | \$55                       |
| 10033204 367000                            | Non-Resident Adult Groups                   | \$100                | \$100                      |
| 10033204 367000                            | Overtime Weekend Surcharge                  | \$10                 | \$20                       |
| 10033204 367000                            | Resident For Profit/Travel Youth Groups     | \$50                 | \$50                       |
| 10033204 367000                            | Non-Resident For Profit/Travel Youth Groups | \$50                 | \$75                       |
| 10033204 367000                            | Resident Non-Profit Youth Groups            | \$10                 | \$10                       |
| 10033204 367000                            | Non-Resident Non-Profit Youth Group         | \$10                 | \$50                       |
| <b>All Other Athletic Fields</b>           |                                             |                      |                            |
| <b>With Lights, Per Hour</b>               |                                             |                      |                            |
| 10033204 367000                            | Resident Groups                             | \$75                 | \$75                       |
| 10033204 367000                            | Non-Resident Groups                         | \$125                | \$125                      |
| 10033204 367000                            | Baseball/Softball Weekend Surcharge         | \$10                 | \$10                       |
| <b>Tennis/Volleyball/Basketball Court</b>  |                                             |                      |                            |
| <b>Rentals</b>                             |                                             |                      |                            |
| <b>Tournaments, Camps, Clinics</b>         |                                             |                      |                            |
| 10033204 367000                            | Resident (If Reserved) - No Lights          | \$25                 | \$25                       |
| 10033204 367000                            | Non-Resident (If Reserved) - No Lights      | \$30                 | \$30                       |
| 10033204 367000                            | Resident (If Reserved) - Lights             | \$25                 | \$25                       |
| 10033204 367000                            | Non-Resident (If Reserved) - Lights         | \$30                 | \$30                       |
| <b>Portland School Charges, Per Hour</b>   |                                             |                      |                            |
| 10033204 396000                            | High Schools - Turf Fields                  | \$62                 | \$62                       |
| 10033204 396000                            | High Schools - Grass Fields                 | \$47                 | \$47                       |
| 10033204 396000                            | High Schools - Light Fees                   | \$75                 | \$75                       |
| 10033204 396000                            | High Schools - Tennis Courts (Per Court)    | \$25                 | \$25                       |
| 10033204 396000                            | Middle Schools - Grass Fields               | \$47                 | \$47                       |
| 10033204 396000                            | Middle Schools - Tennis Courts (Per Court)  | \$25                 | \$25                       |

### FY26 Revenue Fee Schedule Change

Department: Parks, Recreation & Facilities Division: Cemeteries  
Fee Schedule Change is Administrative by Parks, Recreation & Facilities Director

Effective: 7/1/2025

| <u>Account Number</u>                       | <u>Revenue Description</u>                    | <u>Current Rates</u> | <u>FY26 Proposed Rates</u> |
|---------------------------------------------|-----------------------------------------------|----------------------|----------------------------|
| <b>Resident Fees 1</b>                      |                                               |                      |                            |
| 10033205 363000                             | Wilde Chapel Rental (Wedding)                 | \$850                | \$900                      |
| 10033205 363000                             | Wilde Chapel Rental - Weekday Service         | \$400                | \$500                      |
| 10033205 363000                             | Wilde Chapel Rental - Saturday Service        | \$700                | \$800                      |
| 10033205 347050                             | Holiday Wreaths                               | \$35 - 50            | \$35 - \$50                |
| <b>Interments, Conventional</b>             |                                               |                      |                            |
| 10033205 347010                             | Weekday                                       | \$1,200              | \$1,200                    |
| 10033205 347010                             | Weekday - After 2:30 pm                       | \$1,400              | \$1,400                    |
| 10033205 347010                             | Saturday - Before 11:00 am                    | \$1,600              | \$1,600                    |
| 10033205 347010                             | Saturday - After 11:00 am                     | \$1,800              | \$1,800                    |
| <b>Interments, Child (Under 5 Years)</b>    |                                               |                      |                            |
| 10033205 347010                             | Weekday                                       | \$700                | \$700                      |
| 10033205 347010                             | Weekday - After 2:30 pm                       | \$840                | \$840                      |
| 10033205 347010                             | Saturday - Before 11:00 am                    | \$1,250              | \$1,250                    |
| 10033205 347010                             | Saturday - After 11:00 am                     | \$1,500              | \$1,500                    |
| <b>Interments, Infant (Under 1 Year)</b>    |                                               |                      |                            |
| 10033205 347010                             | Weekday                                       | \$400                | \$400                      |
| 10033205 347010                             | Weekday - After 2:30 pm                       | \$550                | \$550                      |
| 10033205 347010                             | Saturday - Before 11:00 am                    | \$750                | \$750                      |
| 10033205 347010                             | Saturday - After 11:00 am                     | \$900                | \$900                      |
| <b>Vault Setting Fee</b>                    |                                               |                      |                            |
| 10033205 347010                             | All Interments                                | \$250                | \$250                      |
| 10033205 347010                             | Cremation - Urn Vault                         | \$350                | \$350                      |
| 10033205 347010                             | Placement of Funeral Home Provided Vault      | \$100                | \$100                      |
| <b>Grave Re-Use Fee</b>                     |                                               |                      |                            |
| 10033205 347010                             | For Cremains Buried On Top of Existing Casket | \$575                | \$575                      |
| <b>Interments, Cremains</b>                 |                                               |                      |                            |
| 10033205 347010                             | Weekday                                       | \$575                | \$575                      |
| 10033205 347010                             | Weekday - After 2:30 pm                       | \$800                | \$800                      |
| 10033205 347010                             | Saturday Service - 8am - 11am Starting Time   | \$1,100              | \$1,100                    |
| <b>Disinterments, Conventional</b>          |                                               |                      |                            |
| 10033205 347010                             | Within Cemetery (Container Additional)        | \$2,500              | \$2,800                    |
| 10033205 347010                             | Outside Cemetery (Container Additional)       | \$1,250              | \$1,400                    |
| <b>Disinterments, Child (Under 5 Years)</b> |                                               |                      |                            |
| 10033205 347010                             | Within Cemetery (Container Additional)        | \$1,700              | \$1,700                    |
| 10033205 347010                             | Outside Cemetery (Container Additional)       | \$850                | \$850                      |
| <b>Disinterments, Cremains</b>              |                                               |                      |                            |
| 10033205 347010                             | Within Cemetery                               | \$1,200              | \$1,200                    |
| 10033205 347010                             | Outside Cemetery                              | \$600                | \$600                      |
| 10033205 347010                             | Winter Rates for Burials/Disinterments -      |                      |                            |

|                 |                                                                 |       |       |
|-----------------|-----------------------------------------------------------------|-------|-------|
| 10033205 347010 | Additional Fee (December 1 - April 1)                           | \$150 | \$150 |
|                 | Clearing Grounds for Tent Placement -<br>(December 1 - April 1) | \$150 | \$150 |

|                 |                                  |                   |                   |
|-----------------|----------------------------------|-------------------|-------------------|
| 10033205 347010 | Columbarium (30% Perpetual Care) | \$1,900 - \$2,200 | \$2,000 - \$2,300 |
| 10033205 347010 | Second Inurnment                 | \$250             | \$260             |

#### **Lot Sales - Forest City**

|                 |                     |         |         |
|-----------------|---------------------|---------|---------|
| 10033205 347070 | Single Lot          | \$1,200 | \$1,400 |
| 10033205 347070 | Two (2) Grave Lot   | \$2,400 | \$2,800 |
| 10033205 347070 | Three (3) Grave Lot | \$3,600 | \$4,200 |
| 10033205 347070 | Four (4) Grave Lot  | \$4,800 | \$5,600 |
| 10033205 347070 | Five (5) Grave Lot  | \$6,000 | \$7,000 |
| 10033205 347070 | Cremation Garden    | \$550   | \$750   |

#### **Lot Sales - Evergreen**

|                 |                                          |         |         |
|-----------------|------------------------------------------|---------|---------|
| 10033205 347070 | Single Lot                               | \$1,400 | \$1,500 |
| 10033205 347070 | Two (2) Grave Lot                        | \$2,800 | \$3,000 |
| 10033205 347070 | Three (3) Grave Lot                      | \$4,200 | \$4,500 |
| 10033205 347070 | Four (4) Grave Lot                       | \$5,600 | \$6,000 |
| 10033205 347070 | Five (5) Grave Lot                       | \$7,000 | \$7,500 |
| 10033205 347070 | Veterans Section                         | \$900   | \$1,200 |
| 10033205 347070 | Cremation Garden                         | \$800   | \$900   |
| 10033205 347070 | Odd Shaped Lots - Resident (per sq. ft.) | \$40    | \$44    |

#### **Foundations**

|                 |                                          |        |        |
|-----------------|------------------------------------------|--------|--------|
| 10033205 347020 | Price Per Square Inch of Concrete        | \$1.75 | \$1.75 |
| 10033205 347020 | Government Marker (Includes Setting)     | \$0    | \$150  |
| 10033205 347020 | Bronze Marker, Single (Includes Setting) | \$175  | \$200  |
| 10033205 347020 | Bronze Marker, Double (Includes Setting) | \$250  | \$300  |
| 10033205 347020 | Cremation Garden Marker                  | \$120  | \$150  |

#### **Annual Care**

|                 |                                              |              |              |
|-----------------|----------------------------------------------|--------------|--------------|
| 10033205 347040 | Payment for One Year's Care of One Grave Lot | \$50         | \$50         |
| 10033205 347040 | Monument Cleaning - Varies with Size         | \$25 - \$500 | \$25 - \$500 |

#### **Perpetual Care**

|                 |                               |       |       |
|-----------------|-------------------------------|-------|-------|
| 10033205 391000 | One - Time Perpetual Care Fee | \$108 | \$108 |
|-----------------|-------------------------------|-------|-------|

#### **Non-Resident Fees 1**

|                 |                                        |         |         |
|-----------------|----------------------------------------|---------|---------|
| 10033205 363000 | Wilde Chapel Rental (Wedding)          | \$1,200 | \$1,250 |
| 10033205 363000 | Wilde Chapel Rental - Weekday Service  | \$700   | \$800   |
| 10033205 363000 | Wilde Chapel Rental - Saturday Service | \$800   | \$1,100 |

|                 |                 |             |             |
|-----------------|-----------------|-------------|-------------|
| 10033205 347050 | Holiday Wreaths | \$35 - \$50 | \$35 - \$50 |
|-----------------|-----------------|-------------|-------------|

#### **Interments, Conventional**

|                 |                            |         |         |
|-----------------|----------------------------|---------|---------|
| 10033205 347010 | Weekday                    | \$1,400 | \$1,400 |
| 10033205 347010 | Weekday - After 2:30 pm    | \$1,600 | \$1,600 |
| 10033205 347010 | Saturday - Before 11:00 am | \$1,900 | \$1,900 |
| 10033205 347010 | Saturday - After 11:00 am  | \$2,200 | \$2,200 |

#### **Interments, Child (Under 5 Years)**

|                 |                            |         |         |
|-----------------|----------------------------|---------|---------|
| 10033205 347010 | Weekday                    | \$900   | \$900   |
| 10033205 347010 | Weekday - After 2:30 pm    | \$1,100 | \$1,100 |
| 10033205 347010 | Saturday - Before 11:00 am | \$1,400 | \$1,400 |
| 10033205 347010 | Saturday - After 11:00 am  | \$1,600 | \$1,600 |

|                                             |                                               |                   |                   |
|---------------------------------------------|-----------------------------------------------|-------------------|-------------------|
| <b>Interments, Infant (Under 1 Year)</b>    |                                               |                   |                   |
| 10033205 347010                             | Weekday                                       | \$550             | \$550             |
| 10033205 347010                             | Weekday - After 2:30 pm                       | \$720             | \$720             |
| 10033205 347010                             | Saturday - Before 11:00 am                    | \$850             | \$850             |
| 10033205 347010                             | Saturday - After 11:00 am                     | \$1,000           | \$1,000           |
| <b>Vault Setting Fee</b>                    |                                               |                   |                   |
| 10033205 347010                             | All Interments                                | \$300             | \$300             |
| 10033205 347010                             | Cremation - Urn Vault                         | \$350             | \$350             |
| 10033205 347010                             | Placement of Funeral Home Provided Vault      | \$100             | \$100             |
| <b>Grave Re-Use Fee</b>                     |                                               |                   |                   |
| 10033205 347010                             | For Cremains Buried On Top of Existing Casket | \$750             | \$750             |
| <b>Interments, Cremains</b>                 |                                               |                   |                   |
| 10033205 347010                             | Weekday                                       | \$750             | \$750             |
| 10033205 347010                             | Weekday - After 2:30 pm                       | \$950             | \$950             |
| 10033205 347010                             | Saturday - Before 11:00 am                    | \$1,100           | \$1,100           |
| 10033205 347010                             | Saturday - After 11:00 am                     | \$1,300           | \$1,300           |
| <b>Disinterments, Conventional</b>          |                                               |                   |                   |
| 10033205 347010                             | Within Cemetery (Container Additional)        | \$3,200           | \$3,600           |
| 10033205 347010                             | Outside Cemetery (Container Additional)       | \$1,600           | \$1,800           |
| <b>Disinterments, Child (Under 5 Years)</b> |                                               |                   |                   |
| 10033205 347010                             | Within Cemetery (Container Additional)        | \$2,200           | \$2,200           |
| 10033205 347010                             | Outside Cemetery (Container Additional)       | \$1,100           | \$1,100           |
| <b>Disinterments, Cremains</b>              |                                               |                   |                   |
| 10033205 347010                             | Within Cemetery                               | \$1,500           | \$1,500           |
| 10033205 347010                             | Outside Cemetery                              | \$750             | \$750             |
| Winter Rates for Burials/Disinterments -    |                                               |                   |                   |
| 10033205 347010                             | Additional Fee (December 1 - April 1)         | \$200             | \$200             |
| Clearing Grounds for Tent Placement -       |                                               |                   |                   |
| 10033205 347010                             | (December 1 - April 1)                        | \$200             | \$200             |
| 10033205 347010                             | Columbarium (30% Perpetual Care)              | \$2,500 - \$2,800 | \$2,500 - \$2,800 |
| 10033205 347010                             | Second Inurnment                              | \$350             | \$350             |
| <b>Lot Sales - Forest City</b>              |                                               |                   |                   |
| 10033205 347070                             | Single Lot                                    | \$1,500           | \$1,600           |
| 10033205 347070                             | Two (2) Grave Lot                             | \$3,000           | \$3,200           |
| 10033205 347070                             | Three (3) Grave Lot                           | \$4,500           | \$4,800           |
| 10033205 347070                             | Four (4) Grave Lot                            | \$6,000           | \$6,400           |
| 10033205 347070                             | Five (5) Grave Lot                            | \$7,500           | \$8,000           |
| 10033205 347070                             | Cremation Garden                              | \$800             | \$900             |
| <b>Lot Sales - Evergreen</b>                |                                               |                   |                   |
| 10033205 347070                             | Single Lot                                    | \$1,850           | \$2,000           |
| 10033205 347070                             | Two (2) Grave Lot                             | \$3,700           | \$4,000           |
| 10033205 347070                             | Three (3) Grave Lot                           | \$5,550           | \$6,000           |
| 10033205 347070                             | Four (4) Grave Lot                            | \$7,400           | \$8,000           |
| 10033205 347070                             | Five (5) Grave Lot                            | \$9,250           | \$10,000          |
| 10033205 347070                             | Veterans Section                              | \$1,300           | \$1,500           |
| 10033205 347070                             | Cremation Garden                              | \$1,000           | \$1,200           |
| 10033205 347070                             | Odd Shaped Lots - Resident (per sq. ft.)      | \$40              | \$58              |
| <b>Foundations</b>                          |                                               |                   |                   |
| 10033205 347020                             | Price Per Square Inch of Concrete             | \$1.75            | \$1.75            |

|                 |                                          |       |       |
|-----------------|------------------------------------------|-------|-------|
| 10033205 347020 | Government Marker (Includes Setting)     | \$0   | \$150 |
| 10033205 347020 | Bronze Marker, Single (Includes Setting) | \$175 | \$200 |
| 10033205 347020 | Bronze Marker, Double (Includes Setting) | \$245 | \$250 |
| 10033205 347020 | Cremation Garden Marker                  | \$120 | \$150 |

**Annual Care**

|                 |                                              |              |              |
|-----------------|----------------------------------------------|--------------|--------------|
| 10033205 347040 | Payment for One Year's Care of One Grave Lot | \$50         | \$50         |
| 10033205 347040 | Monument Cleaning - Varies with Size         | \$12 - \$500 | \$12 - \$500 |

**Perpetural Care**

|                 |                               |       |       |
|-----------------|-------------------------------|-------|-------|
| 10033205 391000 | One - Time Perpetual Care Fee | \$110 | \$110 |
|-----------------|-------------------------------|-------|-------|

**1 All Resident and Non-Resident rates are subject to change**

**FY26 Revenue Fee Schedule Change**  
 Department: Parks, Recreation & Facilities Division: Golf Course  
 Fee Schedule Change is Administrative by Parks, Recreation & Facilities Director

Effective: 2025 Season

| Account Number                    | Revenue Description                          | Current 2025 Season Rates               | Proposed 2026 Season Rates              |
|-----------------------------------|----------------------------------------------|-----------------------------------------|-----------------------------------------|
|                                   |                                              | Membership Includes Ghin<br>Fee of \$40 | Membership Includes Ghin<br>Fee of \$45 |
| North Course                      |                                              |                                         |                                         |
| Resident Seasonal Passes 1, 2     |                                              |                                         |                                         |
| 10033304 346030                   | Single                                       | \$1,175                                 | \$1,300                                 |
| 10033304 346030                   | Mid Week (M - F)                             | \$865                                   | \$950                                   |
| 10033304 346030                   | Under 35                                     | \$1,010                                 | \$1,115                                 |
| 10033304 346030                   | Junior                                       | \$400                                   | \$400                                   |
| 10033304 346030                   | College                                      | \$790                                   | \$875                                   |
| 10033304 346030                   | Couple                                       | \$1,865                                 | \$2,050                                 |
| 10033304 346030                   | Mid Week Couple (M - F)                      | \$1,525                                 | \$1,680                                 |
| 10033304 346030                   | Single Combination (Both Courses)            | \$1,525                                 | \$1,680                                 |
| 10033304 346030                   | Mid Week Combination (M - F)                 | \$1,165                                 | \$1,285                                 |
| 10033304 346030                   | Junior Combination (Both Courses)            | \$500                                   | \$500                                   |
| 10033304 346030                   | Couple Combination (Both Courses)            | \$2,400                                 | \$2,645                                 |
| 10033304 346030                   | Mid Week Couple Combination (M - F)          | \$1,980                                 | \$2,180                                 |
| 10033304 346030                   | Junior Addition (To Couple)                  | \$200                                   | \$200                                   |
| 10033304 346030                   | Corporate Pass                               | \$7,000                                 | \$7,700                                 |
| North Course                      |                                              |                                         |                                         |
| Non-Resident Seasonal Passes 1, 2 |                                              |                                         |                                         |
| 10033304 346030                   | Single                                       | \$1,440                                 | \$1,585                                 |
| 10033304 346030                   | Mid Week (M - F)                             | \$1,125                                 | \$1,240                                 |
| 10033304 346030                   | Under 35                                     | \$1,275                                 | \$1,400                                 |
| 10033304 346030                   | Junior                                       | \$450                                   | \$450                                   |
| 10033304 346030                   | College                                      | \$790                                   | \$870                                   |
| 10033304 346030                   | Couple                                       | \$2,240                                 | \$2,465                                 |
| 10033304 346030                   | Mid Week Couple (M - F)                      | \$1,875                                 | \$2,065                                 |
| 10033304 346030                   | Single Combination (Both Courses)            | \$1,875                                 | \$2,065                                 |
| 10033304 346030                   | Mid Week Combination (M - F)                 | \$1,510                                 | \$1,660                                 |
| 10033304 346030                   | Junior Combination (Both Courses)            | \$550                                   | \$550                                   |
| 10033304 346030                   | Couple Combination (Both Courses)            | \$2,890                                 | \$3,180                                 |
| 10033304 346030                   | Mid Week Couple Combination (M - F)          | \$2,465                                 | \$2,760                                 |
| 10033304 346030                   | Junior Addition (To Couple)                  | \$225                                   | \$225                                   |
| 10033304 346030                   | Corporate Pass                               | \$7,000                                 | \$7,700                                 |
| North & South Course              |                                              |                                         |                                         |
| Daily Play Fees 1                 |                                              |                                         |                                         |
| 10033304 346010                   | 18 Holes, Weekday                            | \$46                                    | \$48                                    |
| 10033304 346010                   | 18 Holes, Weekday, JR                        | \$28                                    | \$30                                    |
| 10033304 346010                   | 18 Holes, Weekday, College                   | \$39                                    | \$41                                    |
| 10033304 346010                   | 18 Holes, Weekend                            | \$51                                    | \$53                                    |
| 10033304 346010                   | 9 Holes, Weekday                             | \$34                                    | \$36                                    |
| 10033304 346010                   | 9 Holes, Weekday, JR                         | \$21                                    | \$23                                    |
| 10033304 346010                   | 9 Holes, Weekday, College                    | \$29                                    | \$31                                    |
| 10033304 346010                   | 9 Holes, Weekend                             | \$39                                    | \$41                                    |
| 10033304 346010                   | Additional 9 on 9 Holes Weekday              | \$12                                    | \$12                                    |
| 10033304 346010                   | Additional 9 on 9 Holes Weekday, JR          | \$7                                     | \$7                                     |
| 10033304 346010                   | Additional 9 on 9 Holes Weekday, College     | \$10                                    | \$10                                    |
| 10033304 346010                   | Additional 9 on 9 Holes Weekend              | \$12                                    | \$12                                    |
| North & South Course              |                                              |                                         |                                         |
| League Fees 1                     |                                              |                                         |                                         |
| 10033304 346010                   | South Pass Holder (Pass Holder - 9 Holes)    | \$19                                    | \$20                                    |
| 10033304 346010                   | South Pass Holder (Pass Holder - 18 Holes)   | \$32                                    | \$33                                    |
| 10033304 346010                   | Non-Pass Holder (Non-Pass Holder - 9 Holes)  | \$25                                    | \$26                                    |
| 10033304 346010                   | Non-Pass Holder (Non-Pass Holder - 18 Holes) | \$39                                    | \$40                                    |
| South Course                      |                                              |                                         |                                         |
| Resident Seasonal Passes 1, 2     |                                              |                                         |                                         |
| 10033304 346030                   | Single                                       | \$790                                   | \$875                                   |
| 10033304 346030                   | Mid Week (M - F)                             | \$680                                   | \$750                                   |
| 10033304 346030                   | Junior                                       | \$200                                   | \$200                                   |
| 10033304 346030                   | Couple                                       | \$1,230                                 | \$1,355                                 |
| 10033304 346030                   | Mid Week Couple (M - F)                      | \$1,085                                 | \$1,200                                 |

**South Course****Non-Resident Seasonal Passes 1, 2**

|                 |                         |         |         |
|-----------------|-------------------------|---------|---------|
| 10033304 346030 | Single                  | \$955   | \$1,050 |
| 10033304 346030 | Mid Week (m - F)        | \$865   | \$950   |
| 10033304 346030 | Junior                  | \$250   | \$250   |
| 10033304 346030 | Couple                  | \$1,460 | \$1,610 |
| 10033304 346030 | Mid Week Couple (M - F) | \$1,360 | \$1,500 |

**North & South Course****Common Fees 1**

|                 |                                                        |         |         |
|-----------------|--------------------------------------------------------|---------|---------|
| 10033304 346070 | Bag Storage                                            | \$95    | \$95    |
| 10033304 346070 | Bag & Pushcart Storage                                 | \$115   | \$120   |
| 10033304 346080 | Club Rental - 9 Holes                                  | \$25    | \$25    |
| 10033304 346080 | Club Rental - 18 Holes                                 | \$40    | \$40    |
| 10033304 346080 | Pull Cart Rental - 9 Holes                             | \$5     | \$5     |
| 10033304 346080 | Pull Cart Rental - 18 Holes                            | \$10    | \$10    |
| 10033304 346070 | Seasonal Locker Rental - Members                       | \$35    | \$35    |
| 10033304 346070 | Seasonal Locker Rental - Non-Members                   | \$50    | \$50    |
| 10033304 346080 | Golf Cart Rental - 18 Holes Non-Members                | \$22    | \$22    |
| 10033304 346080 | Golf Cart Rental - 9 Holes Non-Members                 | \$16    | \$16    |
| 10033304 346080 | Golf Cart Rental - Additional 9 on 9 Holes Non-Members | \$6     | \$6     |
| 10033304 346080 | Golf Cart Rental - 18 Holes Members                    | \$20    | \$20    |
| 10033304 346080 | Golf Cart Rental - 9 Holes Members                     | \$14    | \$14    |
| 10033304 346080 | Golf Cart Rental - Additional 9 on 9 Holes Members     | \$6     | \$6     |
| 10033304 346010 | Practice Facility - Daily Fee - Under 17 Years of Age  | \$5     | \$5     |
| 10033304 346010 | Practice Facility - Daily Fee - Over 17 Years of Age   | \$20    | \$20    |
| 10033304 346010 | High School Fee Per School Per Season                  | \$1,800 | N/A     |
| 10033304 346010 | High School Fee Per Use for Practice Course            | \$20    | N/A     |
| 10033304 346010 | College School Fee Per Season                          | \$2,200 | N/A     |
| 10033304 346010 | High School Fee Per School Per Season - Resident       | \$2,700 | \$2,700 |
| 10033304 346010 | High School Fee Per School Per Season - Non Resident   | \$3,600 | \$3,600 |
| 10033304 346010 | High School Fee Per Use for Practice Course            | \$20    | \$20    |
| 10033304 346010 | College Fee Per Season - Per Team - Resident           | \$4,400 | \$4,400 |
| 10033304 346010 | College Fee Per Season - Per Team - Non Resident       | \$5,400 | \$5,400 |
| 10033304 346010 | Ghin Fee - Non Memebers                                | \$75    | \$85    |

1 Rates subject to change

2 Cost for 2025 Season Memberships sold starting in FY25

**FY26 Revenue Fee Schedule Change**

Department: Parks, Recreation &amp; Facilities Division: Ice Arena

Fee Schedule Change is Administrative by Parks, Recreation &amp; Facilities Director

Effective: As of 7/1/2025

| <u>Account Number</u>               | <u>Revenue Description</u>                         | <u>Current Rates</u> | <u>FY26 Rates</u> |
|-------------------------------------|----------------------------------------------------|----------------------|-------------------|
| <b>Services 1</b>                   |                                                    |                      |                   |
| 10033306 341000                     | Skate Sharpening - Hockey Skates                   | \$8                  | \$8               |
| 10033306 341000                     | Skate Sharpening - Figure Skates                   | \$8                  | \$8               |
| 10033306 341000                     | Skate Sharpening - Radius                          | \$20                 | \$20              |
| 10033306 341000                     | Skate Sharpening - Flat Bottom                     | \$10                 | \$10              |
| 10033306 341000                     | Skate Sharpening - Custom Sharpening               | \$15                 | \$15              |
| 10033306 341000                     | Skate Rentals - All Users                          | \$4                  | \$4               |
| <b>Ice Rentals 1</b>                |                                                    |                      |                   |
| 10033306 346500                     | Public Skating, Per Session - Adults               | \$6                  | \$6               |
| 10033306 346500                     | Public Skating, Per Session - Youth & Seniors      | \$6                  | \$6               |
| 10033306 346500                     | Pickup Hockey                                      | \$8                  | \$10              |
| 10033306 346500                     | Hourly Ice Rentals - All Users                     | \$250                | \$265             |
| 10033306 346500                     | Hourly Ice Rentals - 9:00 pm - 6:00 am - All Users | \$230                | \$245             |
| 10033306 346500                     | Hourly Ice Rentals - Portland Public Schools       | \$195                | \$205             |
| 10033306 346500                     | Hourly Ice Rentals - Cheverus High School          | \$200                | \$210             |
| 10033306 346500                     | Hourly Ice Rental - Non-Resident Schools           | \$205                | \$215             |
| 10033306 346500                     | Hourly Ice Rental - Non-Resident Non-Host Schools  | \$225                | \$235             |
| 10033306 346500                     | Non-Profit Rate                                    | \$175                | \$200             |
| <b>ISIA Group Skating Lessons 1</b> |                                                    |                      |                   |
| <b>9 Week Sessions</b>              |                                                    |                      |                   |
| 10033306 346500                     | Tots (4 & 5 Years) - Resident                      | \$108                | \$108             |
| 10033306 346500                     | Tots (4 & 5 Years) - Non-Resident                  | \$117                | \$117             |
| 10033306 346500                     | Pre-Alpha through Gamma - Resident                 | \$135                | \$135             |
| 10033306 346500                     | Pre-Alpha through Gamma - Non-Resident             | \$144                | \$144             |
| 10033306 346500                     | Delta & Freestyle - Resident                       | \$135                | \$135             |
| 10033306 346500                     | Delta & Freestyle - Non-Resident                   | \$144                | \$144             |
| 10033306 346500                     | Open Freestyle Practice - Resident                 | \$135                | \$135             |
| 10033306 346500                     | Open Freestyle Practice - Non-Resident             | \$135                | \$135             |
| <b>Figure Skating Lessons 1</b>     |                                                    |                      |                   |
| <b>Per Session</b>                  |                                                    |                      |                   |
| 10033306 346500                     | Pre-Registered                                     | \$15                 | \$15              |
| 10033306 346500                     | Walk-On                                            | \$15                 | \$15              |

**1 Rates are subject to change**

**FY26 Revenue Fee Schedule Change**  
 Department: Parks, Recreation & Facilities Division: Recreation  
 Fee Schedule Change is Administrative

Effective: 7/1/2025

| <u>Account Number</u>                           | <u>Revenue Description</u>                                                | <u>Current Rates</u> | <u>FY26 Proposed Rates</u> |
|-------------------------------------------------|---------------------------------------------------------------------------|----------------------|----------------------------|
| <b>Camp Fees</b>                                |                                                                           |                      |                            |
| 10033302 347100                                 | Camp Venture - Summer (K - 5th) Per Week                                  | \$225                | \$250                      |
| 10033302 347100                                 | February Vacation Camp                                                    | N/A                  | \$225                      |
| 10033302 347100                                 | April Vacation Camp                                                       | N/A                  | \$225                      |
| <b>Before &amp; After The Bell Program Fees</b> |                                                                           |                      |                            |
| 10033302 347200                                 | After School Program, Per Week (East End, Longfellow, Ocean Ave & Talbot) | \$113                | \$115                      |
| 10033302 347200                                 | After School Program, Per Week (Lyseth, Prosempscot Reiche & Rowe)        | \$76                 | \$80                       |
| 10033302 347200                                 | Before School Program, Per Week (Lyseth, Presumpscot, Reiche & Rowe)      | \$45                 | \$45                       |
| 10033302 347200                                 | After School Program, Per Week (Peaks Island)                             | \$95.50              | \$100                      |
| <b>Community Center Fees</b>                    |                                                                           |                      |                            |
| <b>Community Center Gyms (For Profit)</b>       |                                                                           |                      |                            |
| 10033302 363000                                 | East End & Riverton Adult Resident Per Hour                               | \$80                 | \$80                       |
| 10033302 363000                                 | East End & Riverton Adult Non Resident Per Hour                           | \$125                | \$125                      |
| 10033302 363000                                 | East End & Riverton Youth Per Hour                                        | \$30                 | \$30                       |
| 10033302 363000                                 | Reiche Adult Resident Per Hour                                            | \$80                 | \$80                       |
| 10033302 363000                                 | Reiche Adult Non-Resident Per Hour                                        | \$125                | \$125                      |
| 10033302 363000                                 | Reiche Youth Per Hour                                                     | \$30                 | \$30                       |
| 10033302 363000                                 | Adult Drop-In Fees Resident                                               | \$5                  | \$5                        |
| 10033302 363000                                 | Adult Drop-In Fees Non Resident                                           | \$10                 | \$10                       |
| <b>Community Center Fees</b>                    |                                                                           |                      |                            |
| <b>Community Center Gyms (All Other)</b>        |                                                                           |                      |                            |
| 10033302 363000                                 | East End & Riverton Portland Non-Profit Per Hour                          | \$50                 | \$50                       |
| 10033302 363000                                 | East End & Riverton Non Portland Non-Profit Per Hour                      | \$75                 | \$75                       |
| 10033302 363000                                 | Reiche Portland Non-Profit Per Hour                                       | \$50                 | \$50                       |
| 10033302 363000                                 | Reiche Non Portland Non-Profit Per Hour                                   | \$75                 | \$75                       |
| 10033302 363000                                 | For Profit Adult Leagues Long Term                                        | \$55                 | \$55                       |
| <b>Community Center Fees</b>                    |                                                                           |                      |                            |
| <b>Community Center Room Rental</b>             |                                                                           |                      |                            |
| 10033302 363000                                 | Large Recreation Community Center Room Per Hour                           | \$50                 | \$50                       |
| 10033302 363000                                 | Small Recreation Community Center Room Per Hour                           | \$35                 | \$35                       |
| 10033302 363000                                 | Recreational Staff Fees if Needed Hourly Rate                             | \$25                 | \$25                       |
| 10033302 363000                                 | School Custodial Fees if Needed Hourly Rate                               | \$81                 | \$81                       |
|                                                 | ***Three Hour Minimum                                                     |                      |                            |

# EXHIBIT F

## FY26 REVENUE FEE SCHEDULE CHANGE

### Administrative Fees

#### Department: Planning & Urban Development

#### Administrative Fees RE Chapter 14

| Account #       | Revenue Description                                           | FY26<br>Proposed 3.2%                                      |                            |
|-----------------|---------------------------------------------------------------|------------------------------------------------------------|----------------------------|
|                 |                                                               | Current Fee                                                | Fee Increase               |
| 10024200 341000 | Planning Misc. Charges for Services                           |                                                            |                            |
|                 | Zoning Map Amendment                                          | \$9,000                                                    | \$9,288                    |
|                 | Land Use Code Text Amendment                                  | \$9,000                                                    | \$9,288                    |
|                 | Zoning Map and Text Amendment Combined                        | \$12,000                                                   | \$12,384                   |
|                 | Conditional/Contract Rezoning                                 | \$12,000                                                   | \$12,384                   |
|                 | Conditional Use (Planning Board)                              | \$1,200                                                    | \$1,238                    |
|                 | Conditional Use (Inclusionary Zoning)                         | \$100.00                                                   | -                          |
|                 | Conditional Use (Hotel Inclusionary Zoning)                   | \$100.00                                                   | -                          |
|                 | Fee for Development Review Services (Legal)                   | \$90/hour                                                  | \$92/hour                  |
|                 | Sign Review for Signs in Historic District                    | \$90                                                       | \$92                       |
|                 | Street Vacation                                               | \$2,400                                                    | \$2,476                    |
|                 | Street Extension (Under Subsection 6.4.1)                     | \$440+\$30/lot                                             | \$454+\$31/lot             |
| 10024200 341501 | Planning Department of Environmental Protection (DEP) Reviews |                                                            |                            |
|                 | Site Location of Development                                  | \$4,200 or<br>\$240/lot if residential project             | \$4,334 or<br>\$247/lot    |
|                 | Traffic Movement Permit                                       | \$1,800                                                    | \$1,857                    |
|                 | Stormwater Quality Permit                                     | \$300                                                      | \$309                      |
| 10024200 341502 | Planning Historic Preservation Program Reviews                |                                                            |                            |
|                 | Administrative Review                                         | \$78                                                       | \$80                       |
|                 | Historic Preservation Board Minor Review                      | \$150                                                      | \$154                      |
|                 | Historic Preservation Board Major Review <sup>1</sup>         | \$900                                                      | \$928                      |
|                 | After-the-Fact Review                                         | \$1,200 + applicable application fees                      | \$1,238 + fees             |
| 10024200 342110 | Planning Development Application Fees                         |                                                            |                            |
|                 | Minor Site Plan (Residential)                                 | \$360                                                      | \$371                      |
|                 | Minor Site Plan (Low-Impact Site Development)                 | \$720                                                      | -                          |
|                 | Minor Site Plan (Other)                                       | \$960                                                      | \$990                      |
|                 | Major Site Plan (under 50,000 SF)                             | \$3,300                                                    | \$3,405                    |
|                 | Major Site Plan (50,000 to 100,000 SF)                        | \$3,600                                                    | \$3,715                    |
|                 | Major Site Plan (100,000 to 200,000 SF)                       | \$4,800                                                    | \$4,953                    |
|                 | Major Site Plan (200,000 to 300,000 SF)                       | \$6,000                                                    | \$6,192                    |
|                 | Major Site Plan (over 300,000 SF)                             | \$8,400                                                    | \$8,668                    |
|                 | Master Development Plan                                       | \$1,000                                                    | -                          |
|                 | Subdivision                                                   | \$600 + \$30/lot + applicable<br>site plan application fee | \$619 +<br>\$31/lot + fees |
|                 | Parking Lots Over 100 Spaces                                  | \$1,920                                                    | \$1,981                    |
|                 | Plan Amendment (Minor)                                        | \$300                                                      | \$309                      |
|                 | Plan Amendment (Major)                                        | \$1,800                                                    | \$1,857                    |
|                 | After-the-Fact and/or                                         | \$2,400 + applicable application fees                      | \$2,476 + fees             |

Minor Site Plan Review

|                 |                                                                                                                                                  |                                                                                                                                                                 |                                     |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 10024200 342120 | Planning Development Review (Planners)<br>Fee for Development Review Services (Planning Fee)                                                     | \$65/hour                                                                                                                                                       | \$67/hour                           |
| 10024200 342130 | Planning Inspection/Review Development Review Coordinator (DRC)<br>Minor Site Plan (Residential)<br>Other                                        | \$120<br>2% of the performance guarantee or \$360<br>minimum with any additional inspection<br>costs to be assessed by Planning or<br>Public Works at \$65/hour | \$123<br>\$371 minimum<br>\$67/hour |
| 10024200 398000 | Planning Miscellaneous Reimbursements<br>Neighborhood Notices for Planning Board or Historic<br>Preservation Board Workshops and Public Hearings | \$0.90/each                                                                                                                                                     | \$0.93/each                         |

<sup>1</sup> For projects involving new construction or building additions exceeding 1,000 SF or comprehensive rehabilitation or redesign of existing structures.

## FY26 Revenue Fee Schedule Change

### Department: Public Works

| Account# | Revenue Description | Current Fee | FY 26 Proposed Fee |
|----------|---------------------|-------------|--------------------|
|----------|---------------------|-------------|--------------------|

### Administrative Fees:

|                 |                          |              |               |
|-----------------|--------------------------|--------------|---------------|
| 24731000-321060 | Pavement Restoration Fee | \$85.00/each | \$125.00/each |
|-----------------|--------------------------|--------------|---------------|

### Ordinance Fees:

#### **Transportation Engineering Street Occupancy Fees: Chapter 25-27(a)(3)**

|                 |                            |              |              |
|-----------------|----------------------------|--------------|--------------|
| 10031302-321000 | Sidewalk Closure Permit    | \$32.50/day  | \$50.00/day  |
| 10031302-321000 | Single Lane Closure Permit | \$200.00/day | \$215.00/day |
| 10031302-321000 | Street Closure Permit      | \$400.00/day | \$430.00/day |

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

**CITY OF PORTLAND**  
**IN THE CITY COUNCIL**

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

**ORDER AUTHORIZING THE CITY MANAGER TO ENTER INTO CERTAIN  
AGREEMENTS TO IMPLEMENT THE FISCAL YEAR 2026 HUMAN RESOURCES  
AND CERTAIN FRINGE BENEFITS BUDGETS**

**WHEREAS**, each year, the City of Portland enters into agreements to obtain services that the Human Resources Department requires to administer various City programs and benefits, which benefits and programs are provided for in the City budget; and

**WHEREAS**, the Human Resources administrative budget includes funds for services such as professional coaching and training; physical fitness testing and written examinations as required by the Employment Subcommittee of the Civil Service Commission; and similar professional services; and

**WHEREAS**, the Human Resources benefit budget includes contracted services for claims administration for its health plan, administration of other benefits, administration of the City's wellness program, benefits brokerage and consulting services, and similar services necessary to administer the City's health and benefits programs; and

**WHEREAS**, the Human Resources workers' compensation budget includes contracted services for claims administration, drug and alcohol testing, safety related consulting services, and similar services necessary to implement the City's workers' compensation, drug testing, and safety programs;

**NOW, THEREFORE, BE IT ORDERED**, that the City Manager is hereby authorized to enter into such agreements as necessary to implement the programs provided for the Human Resources budgets.

MARK DION (MAYOR)  
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**ORDER APPROVING THE FISCAL YEAR 2026  
SELF-INSURED LIABILITY PROGRAM**

**ORDERED,** that pursuant to Article VII, Sec. 15 of the Portland City Charter there is hereby established a Cumulative Reserve Fund for the purpose of enabling the City to pay losses under its self-insurance program or incurred under any deductible insurance policies, which fund shall continue from year to year and shall not lapse as provided in Article VII, Sec. 7 of the Charter; and

**BE IT FURTHER ORDERED,** that pursuant to 14 M.R.S. Sec. 8116, the City Council of the City of Portland hereby states that the City of Portland has self-insured (to the extent set forth herein) against the obligations and liabilities imposed by the Maine Tort Claims Act (hereinafter the "Act"):

1. The Council has, and may from time to time, set aside funds in an account identified as "Liability" to be added to funds previously appropriated and held in reserve, all of which funds have been designed to enable the City to meet the obligations imposed by the Act; and to implement its self-insurance program, including but not limited to, the costs of administration of the program, investigation of claims, and of defense of claims against the City, its officers and employees;
2. The limit of liability assumed by the City is the \$400,000 required by the Act, as it may be amended from time to time, notwithstanding the fact that its appropriation or reserve may exceed the statutory limit of liability;
3. The scope of coverage is limited to those areas for which governmental immunity has been expressly waived by 14 M.R.S.A. Sec. 8104-A, as limited by 14 M.R.S.A. Sec. 8104-B, and 14 M.R.S.A. Sec. 8111. Liability coverage shall not be deemed a waiver of any immunities or limitation of damages available under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, or common law; and
4. The fund shall be administered by the City Manager and Corporation Counsel who shall settle all claims and pay all judgments for which the City may be legally liable under the Act or under the law of any jurisdiction to which the City, its officers or employees may be subject.

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KATE SYKES (5)

**ORDER AUTHORIZING THE DIRECTOR OF PARKS,  
RECREATION & FACILITIES TO SET FEES AND ENTER RENTAL AGREEMENTS  
FOR CITY FACILITIES**

**ORDERED,** that the Director of Parks, Recreation & Facilities or their designee is hereby authorized to set fees for, and to enter into and sign, rental lease agreements or contracts for City facilities.

MARK DION (MAYOR)  
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**ORDER AUTHORIZING THE CITY MANAGER  
TO ENTER INTO CERTAIN AGREEMENTS TO IMPLEMENT  
FISCAL YEAR 2026 HEALTH & HUMAN SERVICES BUDGET**

**ORDERED,** that the City Manager or designee be and hereby is authorized to enter into:

1. Standard agreements and amendments to standard agreements with other governmental agencies for Fiscal Year 2026 to implement the Health & Human Services operating budget; and
2. Agreements with providers of services and lessors of property to provide services for Health & Human Services programs.

MARK DION (MAYOR)  
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**ORDER AUTHORIZING THE CITY MANAGER TO ACCEPT SCHOLARSHIP AND  
TRUST DONATIONS AND BEQUESTS AND ENTER INTO TRUST AGREEMENTS**

**ORDERED,** that the City Manager is authorized to accept and to appropriate new scholarship funds, and bequests from wills and trusts in amounts of up to \$50,000 in Fiscal Year 2026; and

**BE IT FURTHER ORDERED,** that the City Manager is authorized to enter into standard form trust agreements and other associated documents and/or agreements as approved by the Corporation Counsel.

MARK DION (MAYOR)  
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KATE SYKES (5)

**ORDER AUTHORIZING THE DIRECTOR OF PARKS, RECREATION & FACILITIES  
TO ACCEPT DONATIONS UP TO \$10,000  
FOR PARKS, RECREATION & FACILITIES DEPARTMENT PROGRAMS  
AND CITY FUNDS**

**ORDERED**, that the Director of Parks, Recreation & Facilities is authorized to accept and to appropriate donations in amounts of up to \$10,000 in Fiscal Year 2026 for the following:

- The Land Bank Fund, Chapter 2, Section 2-45; and
- The Tree Trust Fund, Chapter 29, Section 29-14; and
- The Portland Youth Corps; and

**BE IT FURTHER ORDERED**, that City-funded Parks, Recreation & Facilities Department gift catalog and program donations in amounts of up to \$10,000 in Fiscal Year 2026 may also be accepted.

MARK DION (MAYOR)  
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KATE SYKES (5)

**ORDER AUTHORIZING CORPORATION COUNSEL  
TO UNDERTAKE CIVIL ACTIONS TO COLLECT  
DELINQUENT PERSONAL PROPERTY TAXES**

**ORDERED**, that the Corporation Counsel, through the use of City Attorneys or Contractors, is hereby authorized to institute legal proceedings on behalf of the City to collect delinquent personal property taxes against debtors who have failed to pay the taxes when due.

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KATE SYKES (5)

**ORDER AUTHORIZING NON-UNION WAGE ADJUSTMENT**

**ORDERED,** that an overall wage increase of three percent (3.0%) for non-union employees is hereby approved effective July 1, 2025; and

**BE IT FURTHER ORDERED,** that the Mayor, the City Council, the City Clerk, and Corporation Counsel shall receive a three percent (3.0%) wage increase effective July 1, 2025.

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

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

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

**ORDER DESIGNATING FISCAL YEAR 2026 FUNDS FOR  
SPECIFIC ISLAND SERVICES**

**ORDERED,** that \$45,000 from the Fiscal Year 2026 municipal budget is hereby designated to pay for the Peaks Island services specified as follows:

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

-----  
TOTAL: \$45,000



Peaks Island Council  
FY 2026 Budget Request  
As Approved for Submission  
March 7, 2025

The Peaks Island Council requests the Portland City Council to allocate the following funds to the Peaks Island Council FY2026 Parking and Transportation Fund in the amount of \$45,000 in accordance with the following items:

Item A: The Peaks Island Council requests the City Manager or her designee to expend monies from the Parking and Transportation Fund payable to Casco Bay Lines to purchase bicycle tickets for a summer bike ticket program on Peaks Island. Funds allocated for bike tickets are \$250.

|                                                                                                                                                                                                                              |                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <p><small>DocuSigned by:</small><br/> <br/> <small>A4546612E752416...</small><br/>                 Danielle West, Portland City Manager</p> | <p>5/8/2025<br/>                 _____<br/>                 Date</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|

Item B: The Peaks Island Council requests the City Manager or her designee to expend monies from the Parking and Transportation Fund payable to Casco Bay Lines to purchase tickets for Needs-Based Peaks Island residents. To receive Needs-Based tickets, recipients must fit defined criteria developed by the Peaks Island Council. The funds allocated for Needs-Based tickets are \$3,000.

|                                                                                                                                                                                                                                |                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <p><small>DocuSigned by:</small><br/> <br/> <small>A4546612E752416...</small><br/>                 Danielle West, Portland City Manager</p> | <p>5/8/2025<br/>                 _____<br/>                 Date</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|

Item C: The Peaks Island Council requests the City Manager or her designee to expend monies from the Parking and Transportation fund payable to Casco Bay Lines to purchase tickets for Peaks Island student tickets. The funds allocated for student tickets are \$450.00.

|                                                                                                                                                                                                                                |                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <p><small>DocuSigned by:</small><br/> <br/> <small>A4546612E752416...</small><br/>                 Danielle West, Portland City Manager</p> | <p>5/8/2025<br/>                 _____<br/>                 Date</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|

Item D: Island Transportation System (ITS), the Island Taxi. The Peaks Island Council requests the City Manager or her designee to provide an allocation to the ITS for continued support of the only public transportation service available to island residents. The funds allocated for the taxi are \$25,000.

|                                                                                                                                                                                                                                |                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <p><small>DocuSigned by:</small><br/> <br/> <small>A4546612E752416...</small><br/>                 Danielle West, Portland City Manager</p> | <p>5/8/2025<br/>                 _____<br/>                 Date</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|

Item E: The Peaks Island Council requests the City Manager, or her designee provide an allocation for the Island Compost Project. In its first full year of operation this volunteer-led initiative composted over 30 tons of organic waste. Support for this initiative enables members of the Project to transport the waste via Casco Bay Lines to Garbage to Garden weekly for inclusion in Portland's municipal composting program. Project volunteers are developing Phase 2, to create a permanent, on-island composting facility. The funds allocated for this project are \$2,400.

DocuSigned by:  
  
A4546612E752416...  
 Danielle West, Portland City Manager  
 5/8/2025  
 Date

Item F: The Peaks Island Council requests the City Manager, or her designee to provide an allocation of funds to be used towards purchase and installation of two fitness/exercise stations near trailheads in Trott Littlejohn Park. This Peaks Environmental Action Team (PEAT) project is working in collaboration with Parks Department staff, which will help to identify stations that can be used by a wide variety of ages and ability levels, and meet City safety standards. The funds allocated for this project are \$2,000.

DocuSigned by:  
  
A4546612E752416...  
 Danielle West, Portland City Manager  
 5/8/2025  
 Date

Item G: The Peaks Island Council requests the City Manager, or her designee to provide an allocation for the Peaks Island Council for Administrative Expenses. The funds allocated for this item are \$2,250.

DocuSigned by:  
  
A4546612E752416...  
 Danielle West, Portland City Manager  
 5/8/2025  
 Date

Item H: The Peaks Island Council requests the City Manager, or her designee provide an allocation for the Peak's Island Children's Workshop for building maintenance, classroom supplies, related learning materials and core costs. The Workshop has successfully secured a licensed capacity increase from 12 children to 20 children, enabling it to serve more Peaks Island families in the coming year, a critical need on the island. Funding from the Peaks Island Council is an important component of the overall funding for the Workshop, and will enable the learning environment to be set up to accommodate 20 children. The funds allocated for the P.I. Children's Workshop are \$7,250.

DocuSigned by:  
  
A4546612E752416...  
 Danielle West, Portland City Manager  
 5/8/2025  
 Date

Item I: The Peaks Island Council requests the City Manager, or her designee provide an allocation to Home Start, the island's affordable housing non-profit. The funds allocated will assist with housing costs of the Island Institute's Fellow, who is serving as a member of the PIC Housing and Zoning Committee and supporting PIC's efforts to educate islanders about the implications of ReCode for the island and future housing needs. The Fellow is also providing support for grant requests that will enable Peaks to participate in climate mitigation projects, including one that would fund the creation of a Casco Bay Resilience group to provide technical support to the islands regarding nature-based strategies for shoreline resilience projects. The funds allocated for Home Start are \$2,400.

DocuSigned by:  
*Danielle P. West*  
A4546612E752416...  
\_\_\_\_\_  
Danielle West, Portland City Manager

5/8/2025  
\_\_\_\_\_  
Date

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

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

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

**ORDER APPROPRIATING \$15,900,000 IN FUND BALANCE**

**ORDERED**, that \$7,100,000 is hereby appropriated from Assigned Fund Balance to offset a portion of the final pension obligation bond debt service payment which is due in Fiscal Year 2026; and

**BE IT FURTHER ORDERED**, that an additional \$8,800,000 is hereby appropriated from Unassigned Fund Balance to provide tax stabilization and support City Health & Human services operations during Fiscal Year 2026.

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

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

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ANNA BULLETT (4)  
KATE SYKES (5)

**AMENDMENT TO PORTLAND CITY CODE CHAPTER 25  
RE: VARIOUS FEE INCREASES FOR FISCAL YEAR 2026**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORTLAND,  
MAINE IN CITY COUNCIL ASSEMBLED AS FOLLOWS:**

*1. That Section 25-27 is hereby amended, which said sections  
read as follows:*

**Sec. 25-27. Fees and fines.**

...

(3) Vehicles, equipment, or construction materials, as follows:

a. The Parking Space Permit shall be \$35.00 per day or any portion thereof;

b. The Sidewalk Permit shall be \$~~32.50~~50.00 per day or any portion thereof;

c. The Single Lane Closure Permit shall be \$~~200.00~~215.00 per day or any portion thereof; and

d. The Street Closure Permit shall be \$~~400.00~~ 430.00 per day or any portion thereof.

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

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

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

**FISCAL YEAR 2025-2026 APPROPRIATION RESOLVE**

**RESOLVED**, that the sum of **\$365,626,127** is hereby appropriated for Fiscal Year 2026 for General Municipal purposes; and

**BE IT FURTHER RESOLVED**, that the sum of **\$162,800,974** is hereby appropriated for Fiscal Year 2026 for School purposes; and

**BE IT FURTHER RESOLVED**, that the Assessor of Taxes of the City of Portland be and hereby is directed to assess a tax upon all real estate liable to be taxed therein and to assess the owner of, or such other persons as may be liable by law for, personal property liable to be taxed therein on the first day of April, 2025 and not exempt from taxation, to the aggregate amount of **\$115,430,182** for municipal purposes and **\$127,225,979** for school purposes for a total tax levy of **\$242,656,161** for Fiscal Year 2026, in accordance with the provisions of the Statutes of Maine; and

**BE IT FURTHER RESOLVED**, all taxes assessed as above and committed to the Director of Finance shall be due 30 days after the City's Tax Commitment 2025, and payable in two equal installments, the first due 30 days after the City's Tax Commitment 2025, and the second installment due on the 20th day of March, 2026. The delinquency rate of interest shall be eight and a half percent (8.5%) per annum on all payments received after the respective due dates and the abatement rate of interest shall be four and a half percent (4.5%) per annum.

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

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

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

**AMENDMENT TO PORTLAND CITY CODE CHAPTER 9  
RE: FUNDING AMOUNT FOR CLEAN ELECTION FUND  
FOR FISCAL YEAR 2025-2026**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORTLAND MAINE  
IN THE CITY COUNCIL ASSEMBLED AS FOLLOWS:**

*1. That Section 9-65 is hereby amended, which said section  
read as follows:*

**Section 9-65. Fund Administration.**

**\* \* \***

(b) *Sources of Funding.* The following must be deposited in  
the fund:

- (1) An initial special appropriation in the sum of  
\$464,750 for fiscal year 2023-24, to be deposited by  
July 1, 2023;
- (2) For fiscal year 2024-25, a sum of not less than  
\$300,000 shall be included in the Fund.
- (3) Each fiscal year after 2024-2025, ~~an amount sum of not  
less than \$290,000~~ shall be budgeted annually to  
ensure the Fund has a balance of at least \$300,000~~for  
and deposited in the Fund~~. The City Council shall  
appropriate and deposit in the Fund such additional  
sums, if any, as may be necessary to ensure the Fund  
is sustained at a level that facilitates competitive  
campaigns for Certified Candidates who meet qualifying  
criteria;

**\* \* \***

**BE IT FURTHER ORDERED,** that this amendment shall be effective on  
July 1, 2025.

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

**CITY OF PORTLAND**  
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)  
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KATE SYKES (5)

**ORDER FOR FISCAL YEAR 2025-2026 APPROPRIATING  
\$275,000 FROM EXCESS FUND FOR  
CASCO BAY ISLAND TRANSIT DISTRICT**

**ORDERED**, that the City Council hereby authorizes and appropriates \$275,000 from the Casco Bay Island Transit District Maintenance and Excess Fund pursuant to the lease agreement between the City of Portland and the Casco Bay Island Transit District which is for capital costs associated with Casco Bay Island Transit District's public transportation operations in Casco Bay.

**MEMORANDUM**  
**City Council Agenda Item**

**FROM:** Mary Davis, Division Director

**DATE:** May 15, 2025

**SUBJECT:** 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

**SPONSOR:** Sponsored by Danielle West, City Manager.  
(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

**COUNCIL MEETING DATE ACTION IS REQUESTED:**

**1st Reading 6/2/2025**

**Final Action 6/2/2025**

**Can action be taken at a later date: Yes**

**Does this item involve a new contract with the City: NA**

**PRESENTATION:** Mary Davis will be available for questions.

**I. SUMMARY**

Update on FY 2025-2026 U.S. Dept. of Housing and Urban Development funding allocations for CDBG, HOME and ESG Programs.

**II. AGENDA DESCRIPTION**

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.

**III. BACKGROUND**

CDBG - The City of Portland received \$1,807,636 for our CDBG program this year. This allocation is about 1.2% less than we were expecting. It is not uncommon for CDBG funding to increase or decrease slightly from year-to-year. However, given there was less funding than anticipated, staff had to adjust the awards voted on by the City Council at their meeting on May 5, 2025.

The attached document shows the updated award amounts, which have been proportionately decreased by 1.2% so the total CDBG award amounts match the total annual allocation. The only exception to this is the Development Activities which remain funded at the level voted on by Council. This is due to a \$12,175.35 increase in contingency funds to make up the gap caused by the decrease in funds. Unfortunately, the Admin and Planning budget and the Social Service funding level are capped by HUD. Therefore, contingency funding cannot be used to offset the decrease in funding in those categories.

|                        | Council Approved | Actual Amount | Difference     |
|------------------------|------------------|---------------|----------------|
| Admin and Planning     | \$411,693        | \$406,512     | (\$5,181)      |
| Social Services        | \$613,317.03     | \$604,768.38  | (\$8,548.65)   |
| Development Activities | \$913,454.97     | \$901,279.62  | (\$12,175.35)* |

\*Gap closed using additional contingency

HOME - The final HUD allocation for the HOME program was \$800,654, which was \$39,269 less than the budget estimate. As a result, the budget categories were decreased and the program allocations were adjusted.

|                                | Council Approved* | Actual Amount | Difference |
|--------------------------------|-------------------|---------------|------------|
| City Program Funding           | \$522,767         | \$498,695     | (\$24,072) |
| Admin                          | \$91,886          | \$87,959      | (\$3,927)  |
| TBRA                           | \$136,392         | \$136,392     | \$0        |
| Affordable Housing Development | \$222,676         | \$205,888     | (\$16,788) |
| CHDO                           | \$71,813          | \$68,456      | (\$3,357)  |
|                                |                   |               |            |
| County Program Funding **      | \$448,816         | \$433,619     | (\$15,197) |

\*Including program income \*\*County Program Funding is not approved by the City Council; the County's Municipal Oversight Committee does allocation of County Funds.

Emergency Solutions Grant (ESG) - The final HUD allocation for the ESG program was \$161,146, which was \$852 less than the budget estimate. As a result, the funding category budget was decreased as noted below.

|                                     | Council Approved | Actual Amount | Difference |
|-------------------------------------|------------------|---------------|------------|
| Operations Homeless Health          | \$0              | \$0           | \$0        |
| Essential Services: Family Shelter  | \$81,184         | \$80,332      | (\$852)    |
| Homeless Prevention: Family Shelter | \$0              | 0             | 0          |
| Homeless Prevention: Oxford Street  | \$15,948         | \$15,948      | \$0        |
| Rapid Rehousing: Oxford Street      | \$54,277         | \$54,277      | \$0        |

|                         |          |          |     |
|-------------------------|----------|----------|-----|
| Administrative and HMIS | \$10,589 | \$10,589 | \$0 |
|-------------------------|----------|----------|-----|

**IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED**

**V. FINANCIAL IMPACT**

**VI. STAFF ANALYSIS AND BACKGROUND**

**VII. RECOMMENDATION**

No formal action is required

**VIII. LIST ATTACHMENTS**

1. HUD Allocation Update 05.15.2025

Prepared by:

Mary Davis, Division Director

Date: 05/15/2025



TO: Mark Dion, Mayor  
Members of the Portland City Council

Cc: Greg Watson, Director  
Housing and Economic Development Department

FROM: Mary P. Davis, Division Director  
Housing and Community Development Division  
Rowen McAllister, HCD Program Manager  
Housing and Community Development Division

DATE: May15, 2025

SUBJECT: Communication Item: HCD Budget Update – Final FY 2025-2026 HUD Allocations

When the City Council approved the HCD Budget 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 CDBG, HOME and 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 adopting and appropriating the CDBG, HOME and ESG funds, authorized proportional adjustments to the HCD budgets to match the actual allocation amounts.

#### CDBG

The City of Portland received \$1,807,636 for our CDBG program this year. This allocation is about 1.2% less than we were expecting. It is not uncommon for CDBG funding to increase or decrease slightly from year-to-year. However, given there was less funding than anticipated, staff had to adjust the awards voted on by the City Council at their meeting on May 5, 2025.

The attached document shows the updated award amounts, which have been proportionately decreased by 1.2% so the total CDBG award amounts match the total annual allocation. The only

exception to this is the Development Activities which remain funded at the level voted on by Council. This is due to a \$12,175.35 increase in contingency funds to make up the gap caused by the decrease in funds. Unfortunately, the Admin and Planning budget and the Social Service funding level are capped by HUD. Therefore, contingency funding cannot be used to offset the decrease in funding in those categories.

|                        | Council Approved | Actual Amount | Difference     |
|------------------------|------------------|---------------|----------------|
| Admin and Planning     | \$411,693        | \$406,512     | (\$5,181)      |
| Social Services        | \$613,317.03     | \$604,768.38  | (\$8,548.65)   |
| Development Activities | \$913,454.97     | \$901,279.62  | (\$12,175.35)* |

\*Gap closed using additional contingency

## HOME

The final HUD allocation for the HOME program was \$800,654, which was \$39,269 less than the budget estimate. As a result, the budget categories were decreased and the program allocations were adjusted.

|                                | Council Approved* | Actual Amount | Difference |
|--------------------------------|-------------------|---------------|------------|
| City Program Funding           | \$522,767         | \$498,695     | (\$24,072) |
| Admin                          | \$91,886          | \$87,959      | (\$3,927)  |
| TBRA                           | \$136,392         | \$136,392     | \$0        |
| Affordable Housing Development | \$222,676         | \$205,888     | (\$16,788) |
| CHDO                           | \$71,813          | \$68,456      | (\$3,357)  |
|                                |                   |               |            |
| County Program Funding **      | \$448,816         | \$433,619     | (\$15,197) |

\*Including program income

\*\*County Program Funding is not approved by the City Council; the County's Municipal Oversight Committee does allocation of County Funds.

## Emergency Solutions Grant (ESG)

The final HUD allocation for the ESG program was \$161,146 which was \$852 less than the budget estimate. As a result, the funding category budgets were decreased as noted below.

|                                     | Council Approved | Actual Amount | Difference |
|-------------------------------------|------------------|---------------|------------|
| Operations Homeless Health          | \$0              | \$0           | \$0        |
| Essential Services: Family Shelter  | \$81,184         | \$80,332      | (\$852)    |
| Homeless Prevention: Family Shelter | \$0              | 0             | 0          |
| Homeless Prevention: Oxford Street  | \$15,948         | \$15,948      | \$0        |
| Rapid Rehousing: Oxford Street      | \$54,277         | \$54,277      | \$0        |
| Administrative and HMIS             | \$10,589         | \$10,589      | \$0        |

|                                       |                       |
|---------------------------------------|-----------------------|
| HUD Allocation                        | \$1,807,636.00        |
| Projected Program Income              | \$74,924.00           |
| <b>Total HUD Funding (Actual)*</b>    | <b>\$1,882,560.00</b> |
| HUD Administrative Cap (20%)          | \$376,512.00          |
| City Admin TIF                        | \$30,000.00           |
| <b>Actual Administrative</b>          | <b>\$406,512.00</b>   |
| HUD Social Service Cap (33%)          | \$604,768.38          |
| Cotton St Funds                       | \$20,000.00           |
| Remaining COVID Response Waiver Funds | \$68,000.00           |
| <b>Actual Social Service</b>          | <b>\$692,768.38</b>   |
| HUD Development Activities            | \$901,279.62          |
| Downtown TIF                          | \$90,000.00           |
| Adjusted Contingency                  | \$86,720.38           |
| <b>Actual Development Activities</b>  | <b>\$1,078,000.00</b> |
| <b>Total Actual Funding</b>           | <b>\$2,177,280.38</b> |

**Administration and Planning**

| Case Id | App Type | Priority | Organization                                | Project Name            | Funding Requested | Avg Committee Score | Point Deductions | Final Score | Committee Recommendation | City Manager Recommendation                     | * | Final City Council Allocation | Adjusted for Final HUD Allocation |
|---------|----------|----------|---------------------------------------------|-------------------------|-------------------|---------------------|------------------|-------------|--------------------------|-------------------------------------------------|---|-------------------------------|-----------------------------------|
| N/A     | Admin    | N/A      | Housing and Economic Development Department | CDBG Admin and Planning | \$377,706.00      |                     |                  |             | \$377,706.00             | \$411,693.00                                    | * | \$411,693.00                  | \$406,512                         |
|         |          |          |                                             |                         |                   |                     |                  |             |                          | *Indicates allocation of TIF Funding (\$30,000) |   |                               |                                   |

**Development Activities Applications**

| Case Id | App Type | Priority | Organization                                                                                                     | Project Name                                                | Funding Requested | Avg Committee Score | Point Deductions | Final Score  | Committee Recommendation | City Manager Recommendation       | * | Final City Council Allocation | Adjusted for Final HUD Allocation |
|---------|----------|----------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------|---------------------|------------------|--------------|--------------------------|-----------------------------------|---|-------------------------------|-----------------------------------|
| 30585   | Cons.    | NI       | City of Portland Department of Parks, Recreation, and Facilities                                                 | Tyng Tate Playground and Age Inclusive Courts               | \$248,000.00      | 90.43               | 0.00             | <b>90.43</b> | \$248,000.00             | \$248,000.00                      |   | \$248,000.00                  | \$248,000                         |
| 30589   | Cons.    | NI       | City of Portland Department of Public Works                                                                      | Cumberland Ave Sidewalk Improvement                         | \$200,000.00      | 82.43               | 0.00             | <b>82.43</b> | \$200,000.00             | \$200,000.00                      | * | \$200,000.00                  | \$200,000                         |
| 30555   | ED       | EO       | City of Portland's Housing and Economic Development Department (HEDD) and Portland Development Corporation (PDC) | Business Assistance for Job Creation Program                | \$205,000.00      | 82.57               | 0.25             | <b>82.32</b> | \$205,000.00             | \$205,000.00                      |   | \$205,000.00                  | \$205,000                         |
| 30564   | Cons.    | EO       | Youth and Family Outreach                                                                                        | Resource Hub                                                | \$250,000.00      | 81.57               | 0.00             | <b>81.57</b> | \$242,592.94             | \$250,000.00                      |   | \$250,000.00                  | \$250,000                         |
| 30544   | Cons.    | NI       | City of Portland Department of Public Works                                                                      | Tate Street Sidewalk Improvement                            | \$175,000.00      | 81.43               | 0.00             | <b>81.43</b> | \$17,862.03              | \$175,000.00                      |   | \$175,000.00                  | \$175,000                         |
| 30540   | ED       | EO       | City of Portland's Housing and Economic Development Department (HEDD) and Portland Development Corporation (PDC) | Microenterprise Grant and Training Program                  | \$212,500.00      | 81.14               | 0.00             | <b>81.14</b> | \$0.00                   | \$0.00                            |   | \$0.00                        | \$0                               |
| 30546   | Cons.    | NI       | Alpha One                                                                                                        | Critical Access Ramp Program                                | \$50,000.00       | 71.00               | 0.00             | <b>71.00</b> | \$0.00                   | \$0.00                            |   | \$0.00                        | \$0                               |
| 30571   | ED       | EO       | Upwards                                                                                                          | Microenterprise Childcare Boost Program                     | \$80,000.00       | 70.71               | 1.00             | <b>69.71</b> | \$0.00                   | \$0.00                            |   | \$0.00                        | \$0                               |
| 30548   | Cons.    | EO       | Catherine Morrill Day Nursery                                                                                    | Playground Ramp Replacement                                 | \$155,000.00      | 66.29               | 0.00             | <b>66.29</b> | \$0.00                   | \$0.00                            |   | \$0.00                        | \$0                               |
| 30563   | Cons.    | NI       | Port Resources                                                                                                   | Group Home Repaving Projects                                | \$30,000.00       | 65.43               | 0.00             | <b>65.43</b> | \$0.00                   | \$0.00                            |   | \$0.00                        | \$0                               |
|         |          |          |                                                                                                                  |                                                             |                   |                     |                  |              |                          |                                   |   |                               |                                   |
|         |          |          |                                                                                                                  | Total Cost of Project Requests                              | \$1,605,500.00    |                     |                  | Total:       | <b>\$913,454.97</b>      | <b>\$1,078,000.00</b>             |   | <b>\$1,078,000.00</b>         | <b>\$1,078,000.00</b>             |
|         |          |          |                                                                                                                  | Total Estimated HUD Funds Available                         | \$913,454.97      |                     |                  |              |                          |                                   |   |                               |                                   |
|         |          |          |                                                                                                                  | Contingency Funds                                           | \$74,545.03       |                     |                  |              |                          |                                   |   |                               |                                   |
|         |          |          |                                                                                                                  | Total Estimated Funds Available                             | \$1,078,000.00    |                     |                  |              |                          |                                   |   |                               |                                   |
|         |          |          |                                                                                                                  | Estimated City Project Cap (85%)                            | \$776,436.72      |                     |                  |              |                          |                                   |   |                               |                                   |
|         |          |          |                                                                                                                  | Estimated Public Infrastructure Set Aside (60% of City Cap) | \$465,862.03      |                     |                  |              |                          |                                   |   |                               |                                   |
|         |          |          |                                                                                                                  |                                                             |                   |                     |                  |              |                          | *Indicates TIF Funding (\$90,000) |   |                               |                                   |

**Social Service Applications**

| Case Id | App Type | Priority /Goal | Organization                                  | Program Name                                                                                            | Funding Requested | Avg Committee Score | Point Deductions | Final Score  | Committee Recommendation | City Manager Recommendation                           | Final City Council Allocation | Adjusted for Final HUD Allocation |
|---------|----------|----------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------|---------------------|------------------|--------------|--------------------------|-------------------------------------------------------|-------------------------------|-----------------------------------|
| 30538   | SS       | ANGHP          | Quality Housing Coalition                     | Housing for Systems-Involved Youth and Families                                                         | \$150,000.00      | 93.000              | 0.000            | <b>93.00</b> | \$150,000.00             | \$150,000.00                                          | \$123,194.12                  | \$121,693.00                      |
| 30566   | SS       | ANGHP          | Wayside Services Program                      | Direct Services Program                                                                                 | \$40,000.00       | 91.143              | 0.000            | <b>91.14</b> | \$40,000.00              | \$40,000.00                                           | \$32,851.76                   | \$32,452.00                       |
| 30554   | SS       | ANGHP          | Hope Acts                                     | Asylum Seeker Assistance                                                                                | \$150,000.00      | 91.000              | 0.000            | <b>91.00</b> | \$150,000.00             | \$150,000.00                                          | \$123,194.12                  | \$121,693.00                      |
| 30545   | SS       | ANGHP          | Portland Fire Department                      | Mobile Medical Outreach                                                                                 | \$50,000.00       | 90.000              | 0.000            | <b>90.00</b> | \$50,000.00              | \$50,000.00                                           | \$0.00                        | \$0.00                            |
| 30556   | SS       | ANGHP          | Greater Portland Family Promise               | Homeless Prevention and Housing Stabilization                                                           | \$131,419.00      | 88.714              | 0.000            | <b>88.71</b> | \$100,653.62             | \$100,653.62                                          | \$82,666.23                   | \$81,659.00                       |
| 30552   | SS       | ANGHP          | Milestone Recovery                            | HOME Team                                                                                               | \$107,000.00      | 88.857              | 0.250            | <b>88.61</b> | \$0.00                   | \$51,000.00                                           | \$41,886.00                   | \$41,375.00                       |
| 30550   | SS       | ANGHP          | Preble Street                                 | Joe Kreiser Teen Shelter                                                                                | \$35,000.00       | 88.571              | 0.000            | <b>88.57</b> | \$0.00                   | \$17,000.00                                           | \$13,962.00                   | \$13,792.00                       |
| 30570   | SS       | ANGHP          | Preble Street                                 | Emergency Food Programs                                                                                 | \$55,000.00       | 88.286              | 0.000            | <b>88.29</b> | \$0.00                   | \$0.00                                                | \$0.00                        | \$0.00                            |
| 30576   | SS       | ANGHP          | Through These Doors                           | Community Based Domestic Violence Services                                                              | \$59,968.00       | 88.286              | 0.000            | <b>88.29</b> | \$0.00                   | \$0.00                                                | \$49,251.37                   | \$48,650.00                       |
| 30543   | SS       | ANGHP          | Spurwink                                      | Ashlea's Place                                                                                          | \$144,419.00      | 87.143              | 0.000            | <b>87.14</b> | \$0.00                   | \$0.00                                                | \$0.00                        | \$0.00                            |
| 30541   | SS       | EO             | Catholic Charities Maine                      | Immigrant Legal Services                                                                                | \$135,072.00      | 86.667              | 0.250            | <b>86.42</b> | \$0.00                   | \$0.00                                                | \$0.00                        | \$0.00                            |
| 30575   | SS       | ANGHP          | Commonspace                                   | Brackett Street Housing                                                                                 | \$68,000.00       | 84.714              | 0.000            | <b>84.71</b> | \$0.00                   | \$0.00                                                | \$0.00                        | \$0.00                            |
| 30553   | SS       | ANGHP          | Maine Needs                                   | Maine Needs                                                                                             | \$119,641.50      | 84.667              | 0.000            | <b>84.67</b> | \$119,641.50             | \$119,641.50                                          | \$98,260.86                   | \$97,063.00                       |
| 30558   | SS       | ANGHP          | MaineHealth                                   | MaineHealth Food Pantry                                                                                 | \$68,105.00       | 84.286              | 0.000            | <b>84.29</b> | \$3,021.91               | \$23,021.91                                           | \$18,907.76                   | \$18,677.00                       |
| 30551   | SS       | EO             | Youth and Family Outreach                     | Relocation for Expansion                                                                                | \$60,000.00       | 83.714              | 0.000            | <b>83.71</b> | \$0.00                   | \$0.00                                                | \$0.00                        | \$0.00                            |
| 30584   | SS       | ANGHP          | Presentel Maine                               | Emergency Services & Food Assistance                                                                    | \$142,632.20      | 82.286              | 0.250            | <b>82.04</b> | \$0.00                   | \$0.00                                                | \$117,142.83                  | \$115,714.38                      |
| 30577   | SS       | ANGHP          | Portland Health and Human Services Department | Immediate Nutritional Support                                                                           | \$56,566.00       | 81.286              | 0.000            | <b>81.29</b> | \$0.00                   | \$0.00                                                | \$0.00                        | \$0.00                            |
| 30574   | SS       | EO             | Boys and Girls Clubs of Southern Maine        | Boys and Girls Club Transportation Program                                                              | \$149,947.35      | 80.571              | 0.250            | <b>80.32</b> | \$0.00                   | \$0.00                                                | \$0.00                        | \$0.00                            |
| 30583   | SS       | NI             | Our Place                                     | Youth Mentorship Program and Family Advocacy Services                                                   | \$57,993.60       | 76.286              | 0.250            | <b>76.04</b> | \$0.00                   | \$0.00                                                | \$0.00                        | \$0.00                            |
| 30565   | SS       | NI             | Maine Academy of Modern Music                 | Extracurricular Youth Development through Music                                                         | \$45,000.00       | 71.143              | 0.000            | <b>71.14</b> | \$0.00                   | \$0.00                                                | \$0.00                        | \$0.00                            |
|         |          |                |                                               | Total Cost of Project Requests                                                                          | \$1,825,763.65    |                     |                  | Total:       | <b>\$613,317.03</b>      | <b>\$701,317.03</b>                                   | <b>\$701,317.03</b>           | <b>\$692,768.38</b>               |
|         |          |                |                                               | Total Estimated HUD funds Available                                                                     | \$613,317.03      |                     |                  |              |                          |                                                       |                               |                                   |
|         |          |                |                                               | Remaining COVID Response Waiver Funds                                                                   | \$68,000.00       |                     |                  |              |                          |                                                       |                               |                                   |
|         |          |                |                                               | Total Estimated Funds Available                                                                         | \$701,317.03      |                     |                  |              |                          |                                                       |                               |                                   |
|         |          |                | New Applicants Highlighted in Green           | Estimated New Project Set Aside<br>(New applicants must score above 75 points to be eligible for funds) | \$122,663.41      |                     |                  |              |                          | *Indicates allocation of Cotton St Funding (\$20,000) |                               |                                   |

Actual HUD Funding represents a 1.2% decrease from estimated. All totals have been proportionally

# Portland Maine Rent Board



## 2024 Annual Report

Approved April 23, 2025

Christopher Moore  
Cody Austin Sims

Chair (D3)  
Vice Chair (D5)

Matthew C. Lax  
Matthew Walker  
-Vacant-

D1  
D2  
D4

Kristen Natalie Carreras  
Anne-Laure Razat

At Large  
At Large

# Background

Dear Members of the Portland City Council:

The Rent Board submits to the Portland City Council its annual report as required by **City of Portland Code of Ordinance Chapter 6, Article XII, Sec. 6-263 (h)**, which states:

***Sec. 6-263.** In addition to the jurisdiction conferred on it by other ordinances of the City and in accordance therewith, the Rent Board shall have the following jurisdiction and authority:*

***(h)** To prepare an annual report on the state of the City's rental unit availability, which shall be presented to the City Council as part of a regularly-scheduled public hearing. This report shall include a summary of rents within each of the five (5) council wards. Such reporting may or may not be done in conjunction with similar reporting required of the City's Rental Housing Advisory Committee, as established by this Chapter;*

In the following pages the Board provides a summary of the following:

- Activities and significant events of the Board.
- Legal considerations that have impacted Board operations.
- Data regarding rental units within the city summarized in charts, tables, and graphs.

This report is intended to meet the ordinance requirement above, and to provide a factual summary of the Board's work since the Board was formed.

Respectfully submitted,

City of Portland Rent Board

# Highlights

|                                |               |
|--------------------------------|---------------|
| Total Units registered in 2023 | <b>17,513</b> |
| Covered                        | 11,048        |
| Exempt                         | 6,465         |

Down from 17,986 in 2022  
Way up from 14,444 in 2021

|                                    |                |
|------------------------------------|----------------|
| Median rent of covered units (all) | \$1,550        |
| (with all \$0 rents removed)       | <b>\$1,588</b> |

Compare to \$1,465\* in 2022 (\* different methodology)  
and to \$1,420\*\* in 2021 (\*\* average - not median)

In both previous years, the methodology included removing some data referred to as “outliers”, which this board did not continue to apply, so it is not advisable to draw conclusions about trend from this or to compare medians to averages, generally.

|                                  |              |
|----------------------------------|--------------|
| Median rent increase % (covered) | 5.26%        |
| (only those with an increase)    | <b>6.99%</b> |

Compare to the allowed percentage  
increase of 7%

# Significant Board Activities and Events

During the 2024 Year the Board heard 27 **unique** applications.

19 of these were new in the year 2024, and 8 were carryovers from the previous year.

Of these 27 applications

- 15 were approved
- 1 was denied
- 11 more have had no ruling (tabled / dropped / settled / etc)

|                | Total # of New Applications | Total # of Applications Heard | Total # of Applications Approved | Total # of Applications Denied or Rejected | Total # of Applications Currently Tabled, Settled, or Dropped |
|----------------|-----------------------------|-------------------------------|----------------------------------|--------------------------------------------|---------------------------------------------------------------|
| Rent Increases | 13                          | 21                            | 13                               | 1                                          | 7                                                             |
| Complaints     | 6                           | 6                             | 2                                | 0                                          | 4                                                             |
|                |                             |                               |                                  |                                            |                                                               |
| <b>Total</b>   | <b>19</b>                   | <b>27</b>                     | <b>15</b>                        | <b>1</b>                                   | <b>11</b>                                                     |

# Significant Board Activities and Events

In 2024, the city began the process of proactive enforcement and auditing of rental properties through the new Licensing and Housing Safety Division (LHSD)

- They have investigated 3911 units among 544 properties
  - This is roughly 22% of all the rental units in the city, and about 14% of rental properties (that's a pretty good first year!)

## **Rent Control Inspections**

| <b>Type of Inspections</b>                                                               | <b>Total # Properties</b> | <b>Total # of units</b> |
|------------------------------------------------------------------------------------------|---------------------------|-------------------------|
| <b><u>Complaints</u></b> (Potential violations reported to our office)                   | 11                        | 301                     |
| <b><u>Audits</u></b> (Proactive enforcement based on percentage that rent was increased) | 27                        | 545                     |
| <b><u>Quality Control</u></b> (proactive verification of data supplied to our office)    | 155                       | 390                     |
| <b>Quarter 4 Total:</b>                                                                  | <b>193</b>                | <b>1236</b>             |
| <b><i>Year to date Total</i></b>                                                         | <b><i>544</i></b>         | <b><i>3,911</i></b>     |

# Significant Board Activities and Events

The Board also proposed and implemented a few rules of procedure

- A formalization of the recusal process
- A procedure for ensuring public access and participation in application proceedings
- A “completeness check” methodology to ensure applicants are submitting complete materials before any application makes it to the public hearing phase (to reduce applications needing tabling)
  - This action carries on into 2025 as the Board adapts their application process to ensure applicants understand and anticipate Board expectations such that they can conduct more efficient review

# Litigation and Legislation Relevant to the Rent Control Ordinance

- o **PVA Ltd. Partnership v. City of Portland:** Some initial ruling has been made in the matter where PVA sued the City arguing that its properties fall under the rent control ordinance exemption for “[a]ccommodations where the amount of rent charged is either controlled or subsidized by a federal, state, or local government agency” because the Maine State Housing Authority controls the rent for a portion of the individual units at each property. PVA moved for summary judgment and the Cumberland County Superior Court (O’Neil, J.) denied the motion, holding that the ordinance uses the term “accommodations” to describe a specific type of “rental unit,” rather than a whole property comprised of multiple units. In support of its conclusion, the Court reasoned that “accommodations” are an exempted subset of the “rental units” that the ordinance regulates. The Court also reasoned that allowing landlords to exempt their entire property from the City’s ordinance by subjecting one unit to rent control by a different agency would defeat the purposes of the ordinance. The case is still pending at time of writing.
- o **Rice v. Strimling:** This civil eviction trial concluded in a jury finding 8-1 in favor of the tenant, Strimling. The jury was charged with determining if the landlord, Rice, evicted Strimling as retaliation for his involvement in the Trelawny Tenants Union which has filed multiple complaints against Rice with the Rent Board since the Rent Control Ordinance was enacted.
- o **Trelawny 657, LLC v. Portland:** The City issued a Notice of Violation, finding that the Landlord charged rent that exceeded limits established in the City’s rent control ordinance. The Landlord appealed the City’s Notice of Violation to the Superior Court. This case is still pending at time of writing.

# Summarized Rental Unit Data - General Methodology

The Rent Board created the following summary and graphs based on an analysis of data obtained from the Licensing and Housing Safety Division (LHSD). The LHSD is tasked with maintaining the rental unit registration data for the City of Portland. This data is then entered into a database which is utilized for the Board's analysis. This report primary relies on two timestamps for rental reportings; 1) The Current Rent (November 2023) and 2) The Previous Rent (November 2022). For that reason, the data analysis in this report should be considered a representation of rental conditions through fall 2023, even though the report is dated 2024.

This sheet, containing the abridged and relevant data as well as the analysis done for this report, can be found at [https://docs.google.com/spreadsheets/d/1CZ3FEDZ0BdqX8WABUHIIfOkpmDRdwOOzYd\\_PddtjlR9s](https://docs.google.com/spreadsheets/d/1CZ3FEDZ0BdqX8WABUHIIfOkpmDRdwOOzYd_PddtjlR9s)

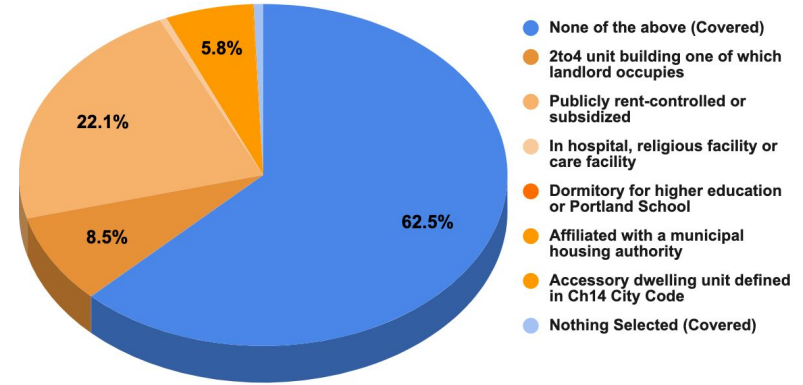
In the previous year, former Chair Mathieu produced a catalog which links each Parcel ID to a specific Ward (District) in the city. This list was used in combination with the LHSD data to identify the ward for each registered rental unit. There were 239 entries in the LHSD data which were not identifiable in the ward catalog. Fortunately, the vast majority of these (207) were at three properties. These and the rest all had easily an identifiable ward based on address. These 239 units with hand corrected ward information are indicated by **Blue** text in the ward column in the above referenced data sheet.

In previous years the Board has filtered the data sheet further, by omitting what were described as “outliers”. This author finds that a significant number of what were considered outliers in those years may in fact be useful information, and so has declined to completely repeat that outlier process for this report. Furthermore, because median statistics are being reported, the few number of covered outliers has very little to no effect on those statistics.

The single circumstance of outliers which are removed from any analysis in this work are for non-reported or for \$0 reported rent levels, in either the current or the previous year, especially in exempt units. Because of the large number of \$0 rents reported, this does affect median statistics for exempt units, so statistics are reported with and without \$0 rents factored in.

## Summarized Rental Unit Data - Exempt vs. Covered

| Registration Type                                 | Count        | Percent        |
|---------------------------------------------------|--------------|----------------|
| None of the above                                 | 10937        | 62.45%         |
| 2to4 unit building one of which landlord occupies | 1483         | 8.47%          |
| Publicly rent-controlled or subsidized            | 3873         | 22.12%         |
| In hospital, religious facility or care facility  | 84           | 0.48%          |
| Dormitory for higher education or Portland School | 2            | 0.01%          |
| Affiliated with a municipal housing authority     | 1008         | 5.76%          |
| Accessory dwelling unit defined in Ch14 City Code | 15           | 0.09%          |
| (Nothing Selected) <i>*Considered Covered</i>     | 111          | 0.63%          |
|                                                   |              |                |
| <b>Total</b>                                      | <b>17513</b> | <b>100.00%</b> |
| <b>Exempt</b>                                     | <b>6465</b>  | <b>36.92%</b>  |
| <b>Covered</b>                                    | <b>11048</b> | <b>63.08%</b>  |



A total of **17,513 units** were registered with the city for the 2024 registration year within the 3,924 unique licenses issued, for roughly 4.46 units/licence

**11,048 (63.08%) units were covered**

**6,465 (36.92%) units were exempt**

# Summarized Rental Unit Data - Count Statistics

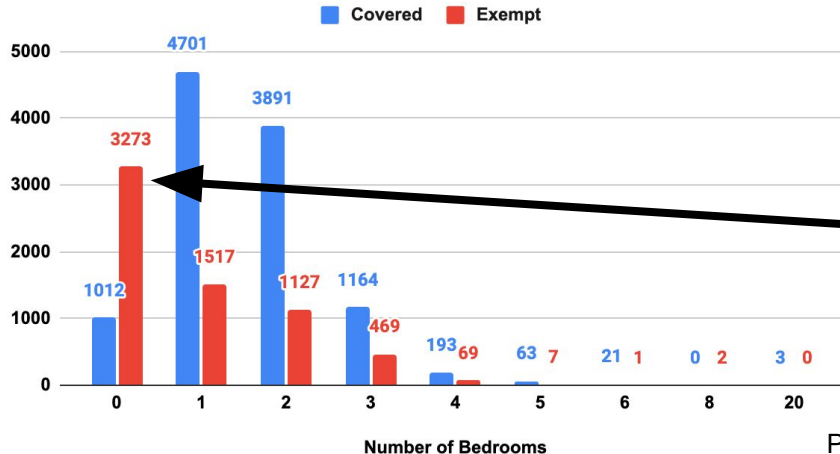
As expected, there tend to be more smaller apartments (0-2 bedroom) than larger (3+ bedrooms).

**0-2 Bedroom units appear to represent almost 89% of all units in town.**

Studios (0 bed) may be over represented here because most exempt units report 0, as they are not required to.

| # of Bdrms   | Covered      |                | Exempt      |                | Total        |                |
|--------------|--------------|----------------|-------------|----------------|--------------|----------------|
| 0            | 1012         | 9.16%          | 3273        | 50.63%         | 4285         | 24.47%         |
| 1            | 4701         | 42.55%         | 1517        | 23.46%         | 6218         | 35.51%         |
| 2            | 3891         | 35.22%         | 1127        | 17.43%         | 5018         | 28.65%         |
| 3            | 1164         | 10.54%         | 469         | 7.25%          | 1633         | 9.32%          |
| 4            | 193          | 1.75%          | 69          | 1.07%          | 262          | 1.50%          |
| 5            | 63           | 0.57%          | 7           | 0.11%          | 70           | 0.40%          |
| 6            | 21           | 0.19%          | 1           | 0.02%          | 22           | 0.13%          |
| 8            | 0            | 0.00%          | 2           | 0.03%          | 2            | 0.01%          |
| 20           | 3            | 0.03%          | 0           | 0.00%          | 3            | 0.02%          |
|              |              |                |             |                |              |                |
| <b>Total</b> | <b>11048</b> | <b>100.00%</b> | <b>6465</b> | <b>100.00%</b> | <b>17513</b> | <b>100.00%</b> |

Units By Bedroom Count



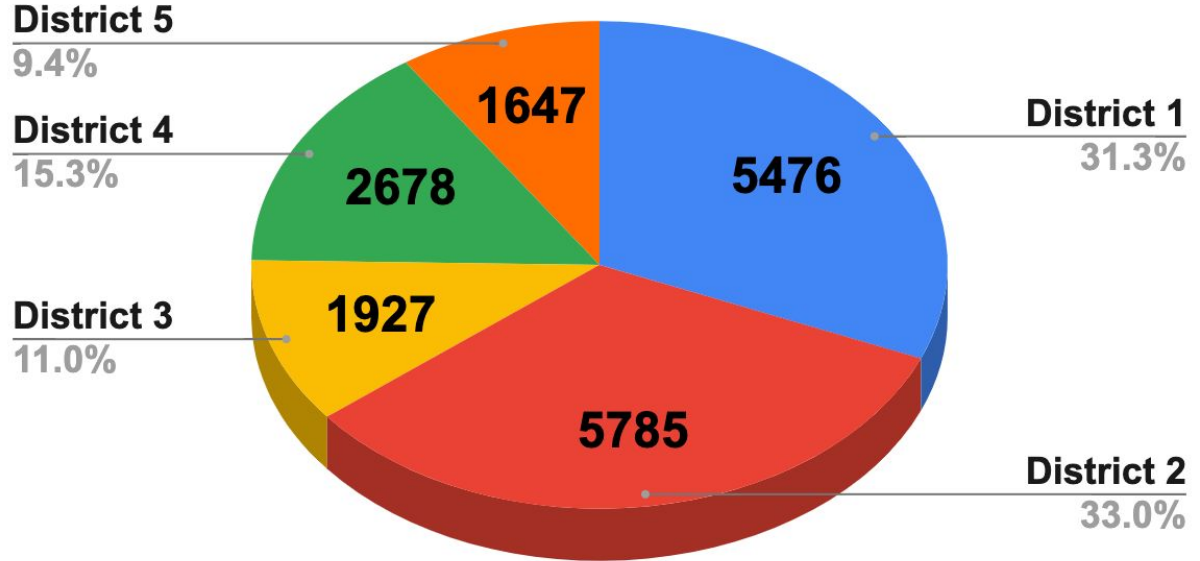
**Note:** The vast majority of exempt units reported 0 for both rent price and bedroom count, as they are not required to accurately report these.

This means that it is unlikely that the count of 3273 zero bedroom exempt units is accurate, and many of those are probably spread out among the other categories.

## Summarized Rental Unit Data - Count Statistics

Around 64.3% of the units in town are in Districts 1 and 2

The Remaining 35.7% are off peninsula in Districts 3, 4, and 5



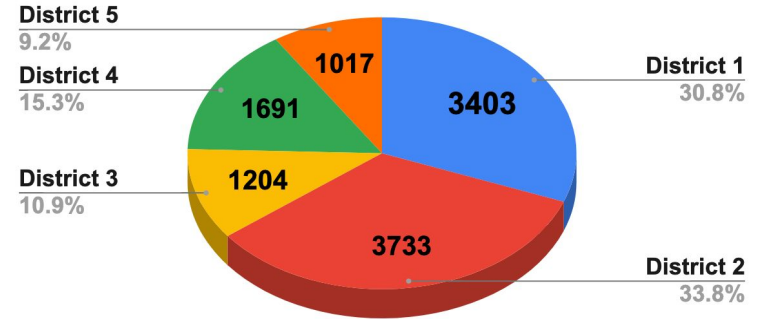
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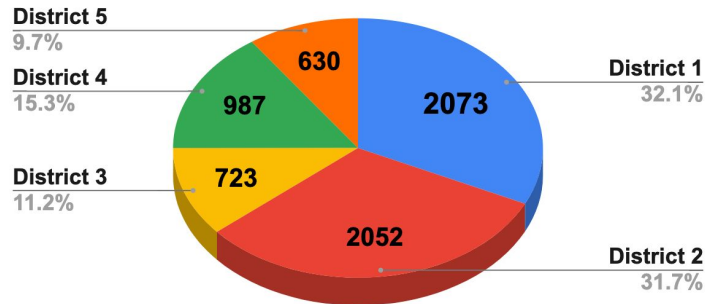
The Remaining 35.7% are off peninsula in Districts 3, 4, and 5

The ratios of covered versus exempt units appears to be the same across all Districts

Covered Units Only



Exempt Units Only

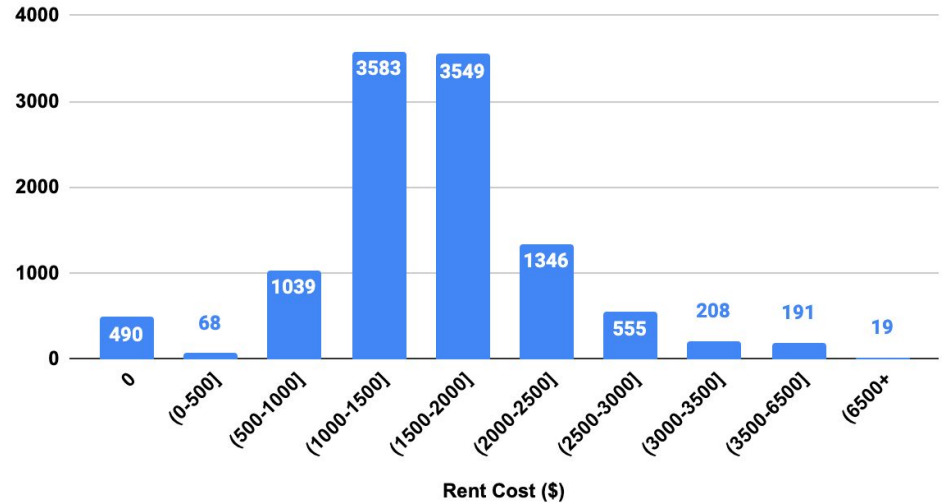


## Summarized Rental Unit Data - Count Statistics

|               | Covered |         |
|---------------|---------|---------|
| Rent Cost \$  | Count   | Percent |
| 0             | 490     | 4.44%   |
| (0-500]       | 68      | 0.62%   |
| (500-1000]    | 1039    | 9.40%   |
| (1000-1500]   | 3583    | 32.43%  |
| (1500-2000]   | 3549    | 32.12%  |
| (2000-2500]   | 1346    | 12.18%  |
| (2500-3000]   | 555     | 5.02%   |
| (3000-3500]   | 208     | 1.88%   |
| (3500-6500]   | 191     | 1.73%   |
| (6500+        | 19      | 0.17%   |
|               |         |         |
| <b>Totals</b> | 11048   | 100.00% |

This shows the general distribution  
of covered rents in town

Units By Rent Cost

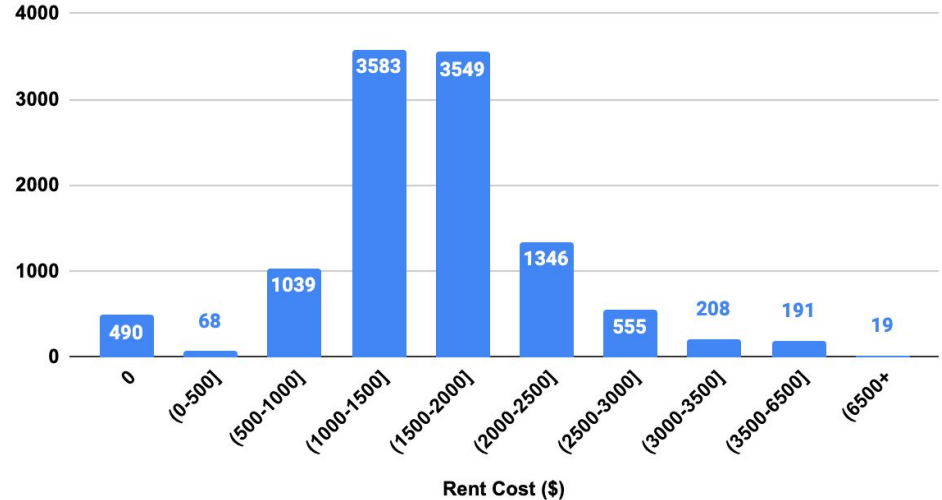


# Summarized Rental Unit Data - Count Statistics

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| (3500-6500]  | 191     | 1.73%   |
| (6500+       | 19      | 0.17%   |
| Totals       | 11048   | 100.00% |

It may be concerning that almost 5% of covered units in town still report a \$0 rent

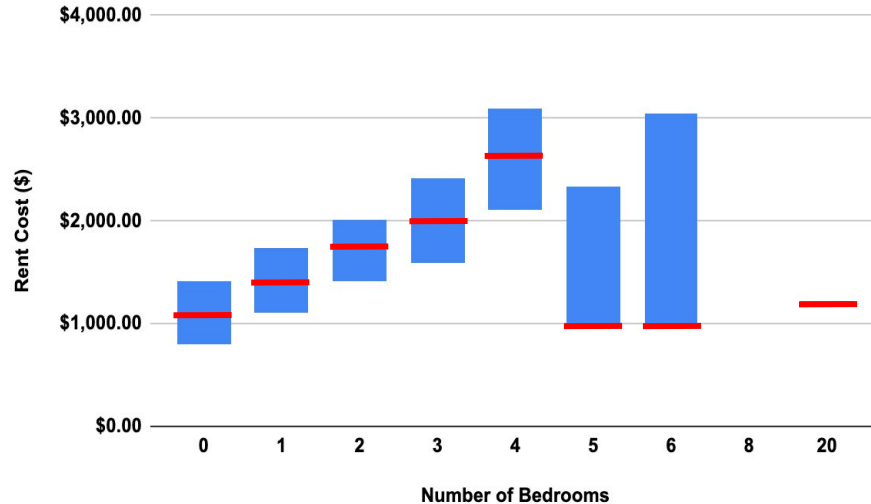
Units By Rent Cost



This shows the general distribution of covered rents in town

# Summarized Rental Unit Data - Median Rent Statistics

Q1-Q3 Range - Covered



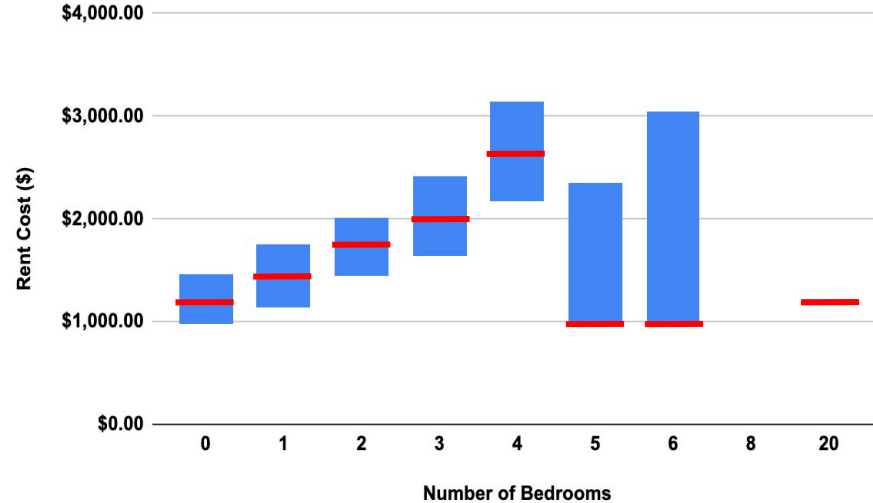
| Median (Covered) | N     | # of Bdrms |
|------------------|-------|------------|
| \$1,118.00       | 1012  | 0          |
| \$1,400.00       | 4701  | 1          |
| \$1,695.00       | 3891  | 2          |
| \$2,000.00       | 1164  | 3          |
| \$2,640.00       | 193   | 4          |
| \$1,000.00       | 63    | 5          |
| \$1,000.00       | 21    | 6          |
| #N/A             | 0     | 8          |
| \$1,200.00       | 3     | 20         |
|                  |       |            |
| \$1,550.00       | 11048 | All        |

Covered unit stats seem reasonable (except 5+ bedroom which are probably mislabelled, and the 20 bedroom units which are probably only 2 bedrooms)

When even the 490 \$0 rents are included, **the median rent is \$1550**

# Summarized Rental Unit Data - Median Rent Statistics - \$0 Rents Removed

Q1-Q3 Range - Covered (Zeros Removed)



| Median (Covered) | N     | # of Bdrms |
|------------------|-------|------------|
| \$1,200.00       | 831   | 0          |
| \$1,425.00       | 4548  | 1          |
| \$1,700.00       | 3773  | 2          |
| \$2,010.00       | 1135  | 3          |
| \$2,687.00       | 185   | 4          |
| \$1,000.00       | 62    | 5          |
| \$1,000.00       | 21    | 6          |
| #N/A             | 0     | 8          |
| \$1,200.00       | 3     | 20         |
|                  |       |            |
| \$1,588.00       | 10558 | All        |

Covered stats are unmoved when \$0 rents are removed, leading to confidence the full covered set is representative.

When \$0 rents are removed, **the median rent is \$1588**

# Summarized Rental Unit Data - Median Rent Statistics - By District

Covered Units Only with \$0 Rent removed

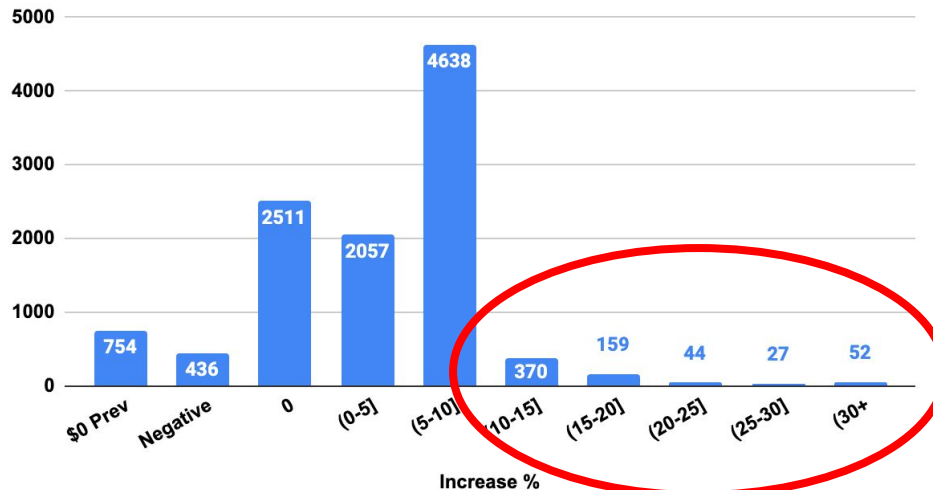
Deep Green - Most Affordable  
Deep Red - Least Affordable

| # of Bdrms | All Dist   | Dist 1     | Dist 2     | Dist 3     | Dist 4     | Dist 5     |
|------------|------------|------------|------------|------------|------------|------------|
| 0          | \$1,200.00 | \$1,289.00 | \$1,094.50 | \$1,358.50 | \$1,161.00 | \$1,490.00 |
| 1          | \$1,425.00 | \$1,567.00 | \$1,372.93 | \$1,350.00 | \$1,425.00 | \$1,175.00 |
| 2          | \$1,700.00 | \$1,875.00 | \$1,710.00 | \$1,620.00 | \$1,757.00 | \$1,540.00 |
| 3          | \$2,010.00 | \$2,190.00 | \$2,016.50 | \$2,000.00 | \$1,954.00 | \$1,900.00 |
| 4          | \$2,687.00 | \$3,000.00 | \$2,500.00 | \$2,519.00 | \$3,000.00 | \$2,595.50 |
| 5          | \$1,000.00 | \$4,700.00 | \$4,892.90 | \$2,346.50 | \$1,000.00 | \$1,000.00 |
| 6          | \$1,000.00 | \$1,575.00 | \$4,995.74 | \$3,300.00 | #N/A       | \$1,000.00 |
| 8          | #N/A       | #N/A       | #N/A       | #N/A       | #N/A       | #N/A       |
| 20         | \$1,200.00 | #N/A       | #N/A       | \$1,200.00 | #N/A       | #N/A       |
|            |            |            |            |            |            |            |
| All        | \$1,588.00 | \$1,654.00 | \$1,495.00 | \$1,600.00 | \$1,710.00 | \$1,502.00 |

# Summarized Rental Unit Data - Rent Increase Statistics

The majority of rent increases fall under the 10% cap, however almost **6% of covered units report increases above this cap**. These are either registration errors or violations

Units by Rent Increase

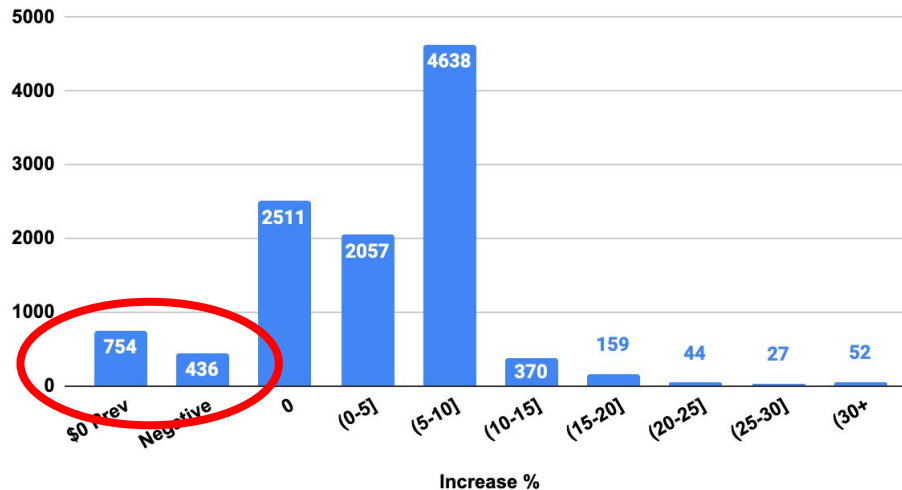


|            | Covered |         |
|------------|---------|---------|
| Increase % | Count   | Percent |
| \$0 Prev   | 754     | 6.82%   |
| Negative   | 436     | 3.95%   |
| 0          | 2511    | 22.73%  |
| (0-5]      | 2057    | 18.62%  |
| (5-10]     | 4638    | 41.98%  |
| (10-15]    | 370     | 3.35%   |
| (15-20]    | 159     | 1.44%   |
| (20-25]    | 44      | 0.40%   |
| (25-30]    | 27      | 0.24%   |
| (30+)      | 52      | 0.47%   |
| Totals     | 11048   | 100.00% |

# Summarized Rental Unit Data - Rent Increase Statistics

Additionally, **about 11% of covered units report either a \$0 previous rent or a negative rent increase.** Some may be brand new units, however the majority appear to be registration errors.

Units by Rent Increase

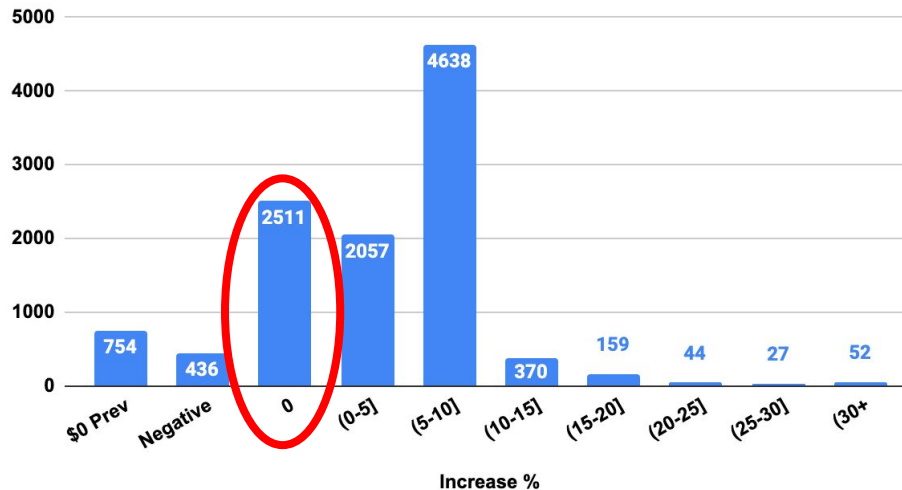


| Increase % | Covered |         |
|------------|---------|---------|
|            | Count   | Percent |
| \$0 Prev   | 754     | 6.82%   |
| Negative   | 436     | 3.95%   |
| 0          | 2511    | 22.73%  |
| (0-5]      | 2057    | 18.62%  |
| (5-10]     | 4638    | 41.98%  |
| (10-15]    | 370     | 3.35%   |
| (15-20]    | 159     | 1.44%   |
| (20-25]    | 44      | 0.40%   |
| (25-30]    | 27      | 0.24%   |
| (30+]      | 52      | 0.47%   |
| Totals     | 11048   | 100.00% |

# Summarized Rental Unit Data - Rent Increase Statistics

Finally, **almost one quarter of the units in town report no rent increase.** While this would be great, it should be considered with skepticism as it may also represent registration error.

Units by Rent Increase

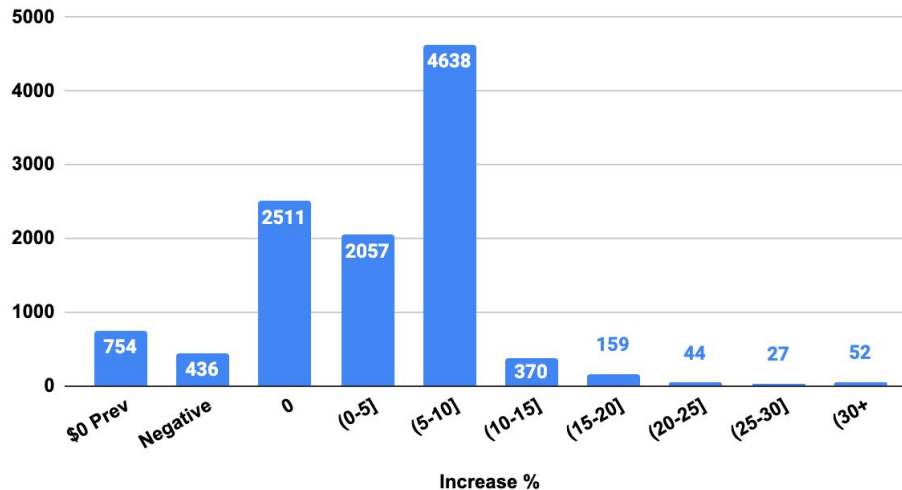


|            | Covered |         |
|------------|---------|---------|
| Increase % | Count   | Percent |
| \$0 Prev   | 754     | 6.82%   |
| Negative   | 436     | 3.95%   |
| 0          | 2511    | 22.73%  |
| (0-5]      | 2057    | 18.62%  |
| (5-10]     | 4638    | 41.98%  |
| (10-15]    | 370     | 3.35%   |
| (15-20]    | 159     | 1.44%   |
| (20-25]    | 44      | 0.40%   |
| (25-30]    | 27      | 0.24%   |
| (30+]      | 52      | 0.47%   |
| Totals     | 11048   | 100.00% |

# Summarized Rental Unit Data - Rent Increase Statistics

We can't get the median rent increases without first removing the units that had \$0 previous rents (we'd divide by zero)

Units by Rent Increase



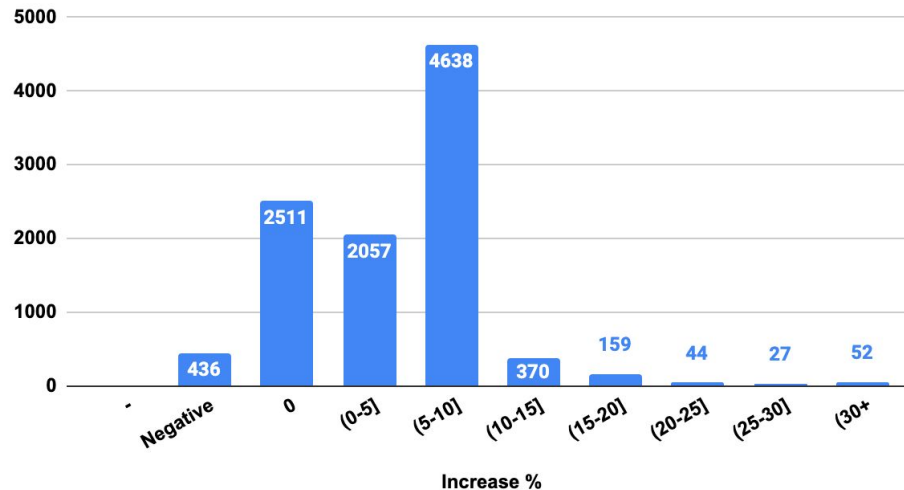
|            | Covered |         |
|------------|---------|---------|
| Increase % | Count   | Percent |
| \$0 Prev   | 754     | 6.82%   |
| Negative   | 436     | 3.95%   |
| 0          | 2511    | 22.73%  |
| (0-5]      | 2057    | 18.62%  |
| (5-10]     | 4638    | 41.98%  |
| (10-15]    | 370     | 3.35%   |
| (15-20]    | 159     | 1.44%   |
| (20-25]    | 44      | 0.40%   |
| (25-30]    | 27      | 0.24%   |
| (30+)      | 52      | 0.47%   |
|            |         |         |
| Totals     | 11048   | 100.00% |

# Summarized Rental Unit Data - Rent Increase Statistics

When we take out those \$0 previous rents we find...

Covered Median Rent Increase - **5.26%**

Units by Rent Increase



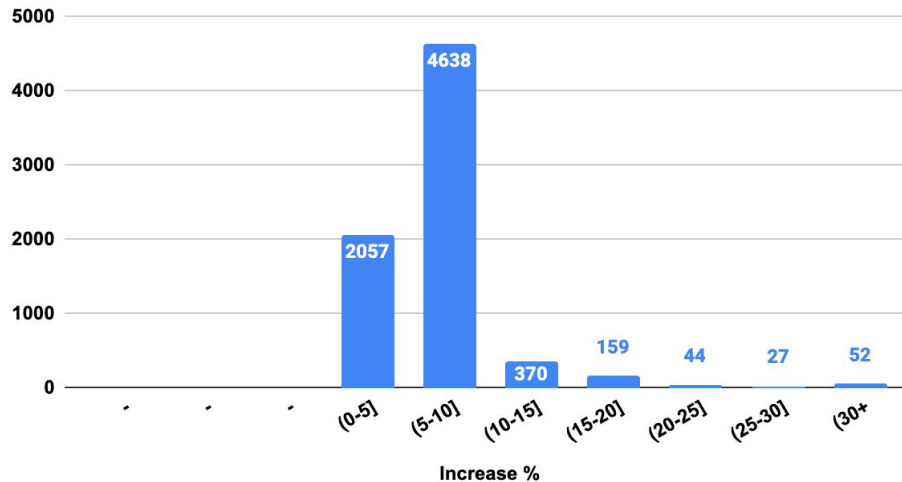
|               | Covered |         |
|---------------|---------|---------|
| Increase %    | Count   | Percent |
| -             |         |         |
| Negative      | 436     | 4.24%   |
| 0             | 2511    | 24.39%  |
| (0-5]         | 2057    | 19.98%  |
| (5-10]        | 4638    | 45.06%  |
| (10-15]       | 370     | 3.59%   |
| (15-20]       | 159     | 1.54%   |
| (20-25]       | 44      | 0.43%   |
| (25-30]       | 27      | 0.26%   |
| (30+)         | 52      | 0.51%   |
|               |         |         |
| <b>Totals</b> | 10294   | 100.00% |

# Summarized Rental Unit Data - Rent Increase Statistics

When we look at only units with a rent increase...

Covered Median Rent Increase - **6.99%**

Units by Rent Increase



|            | Covered |         |
|------------|---------|---------|
| Increase % | Count   | Percent |
| -          |         |         |
| -          |         |         |
| -          |         |         |
| (0-5]      | 2057    | 28.00%  |
| (5-10]     | 4638    | 63.13%  |
| (10-15]    | 370     | 5.04%   |
| (15-20]    | 159     | 2.16%   |
| (20-25]    | 44      | 0.60%   |
| (25-30]    | 27      | 0.37%   |
| (30+]      | 52      | 0.71%   |
|            |         |         |
| Totals     | 7347    | 100.00% |

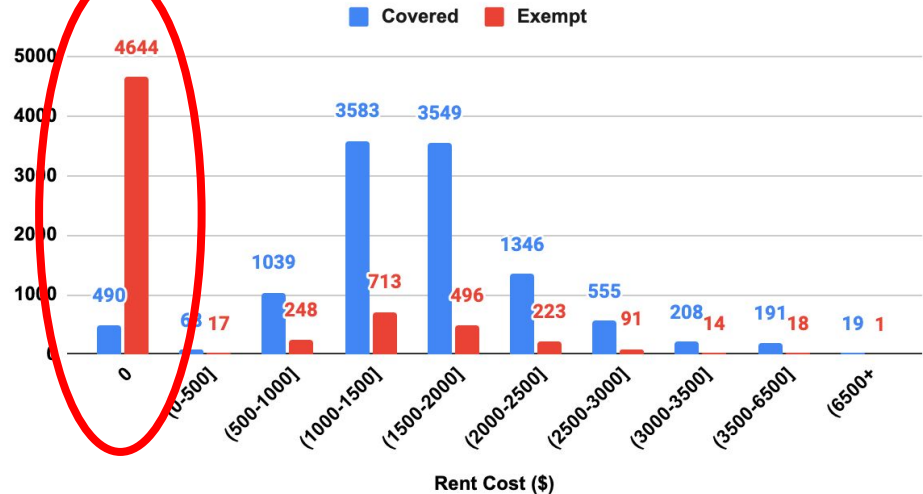
This is a pretty remarkable result -

2023 AIP was 7%, this is either an amazing coincidence or evidence of compliance

# Recommendations

- Statistics on Exempt units are not useful, due to the majority of units being reported as \$0 rent.
  - Require Exempt units to report the same as Covered units**

Units By Rent Cost



# Recommendations

- An unreasonable number of units self report non compliance
  - **All registrations reporting non compliance should not be considered registered.** And should be subject to the same deadlines and penalties until compliance is achieved or the reporting is accurate

|            | Covered |         |
|------------|---------|---------|
| Increase % | Count   | Percent |
| \$0 Prev   | 754     | 6.82%   |
| Negative   | 436     | 3.95%   |
| 0          | 2511    | 22.73%  |
| (0-5]      | 2057    | 18.62%  |
| (5-10]     | 4638    | 41.98%  |
| (10-15]    | 370     | 3.35%   |
| (15-20]    | 159     | 1.44%   |
| (20-25]    | 44      | 0.40%   |
| (25-30]    | 27      | 0.24%   |
| (30+]      | 52      | 0.47%   |
| Totals     | 11048   | 100.00% |

At a minimum, more than 1/8 of all covered units in town have non compliant rents, or are improperly registered

# Recommendations

- An unreasonable number of units self report non compliance
  - **All registrations reporting non compliance should not be considered registered.** And should be subject to the same deadlines and penalties until compliance is achieved or the reporting is accurate

|            | Covered |         |
|------------|---------|---------|
| Increase % | Count   | Percent |
| \$0 Prev   | 754     | 6.82%   |
| Negative   | 436     | 3.95%   |
| 0          | 2511    | 22.73%  |
| (0-5]      | 2057    | 18.62%  |
| (5-10]     | 4638    | 41.98%  |
| (10-15]    | 370     | 3.35%   |
| (15-20]    | 159     | 1.44%   |
| (20-25]    | 44      | 0.40%   |
| (25-30]    | 27      | 0.24%   |
| (30+]      | 52      | 0.47%   |
| Totals     | 11048   | 100.00% |

At a minimum, more than  $\frac{1}{8}$  of all covered units in town have non compliant rents, or are improperly registered

Another  $\frac{1}{4}$  of those units report no rent increase, and suspect. LHSD should assume that true and hold the registrants to that for subsequent years, until audited to verify

# Recommendations

- **The city should prepare Rental History Cards for every unit**
  - o After registration, all registered units should have that postcard send to the tenant so that they are aware of what is reported and can contest that information if it is inaccurate. An example is provided below.

|                   |             |             |              |                         |  |
|-------------------|-------------|-------------|--------------|-------------------------|--|
| 389 Congress #404 |             |             |              |                         |  |
|                   | <u>Rent</u> | <u>Bank</u> | <u>Total</u> | <u>Increases</u>        |  |
| June2020          | \$1,000.00  | \$0.00      | \$1,000.00   |                         |  |
|                   |             |             |              | 2020 turnover           |  |
|                   |             |             |              | 2021 turnover           |  |
| Nov 2021          | \$1,000.00  | \$0.00      | \$1,000.00   |                         |  |
|                   |             |             |              | \$50.00 2022 turnover   |  |
|                   |             |             |              | \$43.00 2022 CPI @ 4.3% |  |
|                   |             |             |              | \$51.30 2022 TRRA       |  |
| Nov 2022          | \$1,100.00  | \$44.30     | \$1,144.30   |                         |  |
|                   |             |             |              | 2023 turnover           |  |
|                   |             |             |              | \$77.00 2023 CPI @ 7%   |  |
| Nov 2023          | \$1,210.00  | \$11.30     | \$1,221.30   |                         |  |
|                   |             |             |              | 2024 turnover           |  |
|                   |             |             |              | \$24.20 2024 CPI @ 2%   |  |
| Nov 2024          | \$1,245.50  | \$0.00      | \$1,245.50   |                         |  |
|                   |             |             |              | \$50.00 2025 turnover   |  |
|                   |             |             |              | \$31.14 2025 CPI @ 2.5% |  |
| Nov 2025          | TBD         | TBD         | \$1,326.64   |                         |  |

Similar to the cards sent out near election time

Will also help landlords understand how and why they can increase rent, as well as how much banked rent they still have remaining

After units are audited and information is verified would be a great time to prepare these (I would not use previous years' registration info to do so)

# Recommendations - Repeated from 2023 Report

In the 2023 report similar things were suggested. That is repeated here for context

## Recommendations

The Rent Board does not have a direct role in rental registration or ordinance enforcement. However, the Rent Board does rely on data produced by HSO in order to understand the conditions of the rental market and produce a report for the City Council. In the spirit of open collaboration, the Rent Board suggests the following strategies that could help to address some of the uncertainty in rental registration data moving forward:

1. Offer a public-facing “rental history card” that includes the rent history, reasons for increases, and banked rent amounts. This could facilitate both better tracking of compliance and easier recordkeeping for the registrant.
2. Collect reasons for rent increases applied. For example, provide a checkbox for 5% turnover increase, or an open field for AIP amounts. If possible, programmatically suggest allowed amounts and provide input validation that checks for compliance. This would help the Rent Board better understand what types of rental increases are occurring, assist registrants in confirming their own compliance, and assist staff in identifying registrations that may require follow-up.
3. Configure the registration system to disallow or require an explanation for \$0 rents or rents below a certain threshold. This would help to identify which units genuinely have \$0 rents and which units may be reporting \$0 erroneously or because they are exempt and do not wish to report another amount.
4. Configure the registration system to disallow or require an explanation for increases in excess of 10%. This would help eliminate typos (such as the unit that reported \$16001600 rent this year) and flag issues of genuine non-compliance.
5. Configure the registration system to prepopulate or otherwise assist the registrant in confirming previously-registered base rent amounts. This could eliminate human error resulting in recorded changes to base rent, and assist in recordkeeping for the registrant, particularly in the case of changes in ownership.
6. Provide a digital calculator, preferably as part of the registration system, that automatically calculates allowed increases based on prior registration information and/or manual entry. This could reduce the burden on staff to deal with “How much can I increase rent?” questions.

**MEMORANDUM**  
**City Council Agenda Item**

**FROM:**

**DATE:** May 21, 2025

**SUBJECT:** 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

**SPONSOR:** The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

**(If sponsored by a Council committee, include the date the committee met and the results of the vote.)**

**COUNCIL MEETING DATE ACTION IS REQUESTED:**

**1st Reading**

**Final  
Action**

**Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.**

**Does this item involve a new contract with the City:**

**PRESENTATION:** Please list the presenter(s), type, and length of presentation

**I. SUMMARY**

**II. AGENDA DESCRIPTION**

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.

**III. BACKGROUND**

Background information that will not appear in the Agenda Description

**IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED**

**V. FINANCIAL IMPACT**

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is \$50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

**VI. STAFF ANALYSIS AND BACKGROUND**

Staff Analysis that will not appear in the Agenda Description.

**VII. RECOMMENDATION**

**VIII. LIST ATTACHMENTS**

1. Order - Accepting and Appropriating a \$96,400 Grant to PFD
2. Service Contract\_RFA 202412213\_Portland

Prepared by:

Date: 05/21/2025

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

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

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

**ORDER ACCEPTING AND APPROPRIATING A \$96,400 STATE OF MAINE  
COMMUNITY PARAMEDICINE GRANT FOR THE PORTLAND FIRE  
DEPARTMENT**

**ORDERED**, that a \$96,400 State of Maine Community Paramedicine Grant is hereby accepted and that amount appropriated to the Portland Fire Department; and

**BE IT FURTHER ORDERED**, that the City Council hereby approves the attached Grant Agreement in substantially the form attached hereto and authorizes the City Manager or designee to execute said Agreement and any other related documents necessary or convenient to carry out the intent of said Agreement and this order.



## SERVICE CONTRACT

|                                                |                            |
|------------------------------------------------|----------------------------|
| DATE: 3/31/2025                                | CONTRACT AMOUNT: \$ 96,400 |
| ADVANTAGE CONTRACT #: 16A 20250326000000002227 |                            |
| DEPARTMENT AGREEMENT #:                        |                            |
| START DATE: 4/1/2025                           | END DATE: 5/30/2026        |

This Contract is between the following State of Maine Department and Provider:

| STATE OF MAINE DEPARTMENT                           |           |                 |
|-----------------------------------------------------|-----------|-----------------|
| DEPARTMENT NAME: Department of Public Safety        |           |                 |
| ADDRESS: 45 Commerce Dr.                            |           |                 |
| CITY: Augusta                                       | STATE: ME | ZIP CODE: 04330 |
| PROVIDER                                            |           |                 |
| PROVIDER NAME: City of Portland dba Fire Department |           |                 |
| ADDRESS: 380 Congress St                            |           |                 |
| CITY: Portland                                      | STATE: ME | ZIP CODE: 04101 |
| PROVIDER'S VENDOR CUSTOMER #:VC1000073493           |           |                 |

Each signatory below represents that the person has the requisite authority to enter into this Contract.

**Department Representative:**

**Provider Representative:**

BY: Signature **Michael Sauschuck,**  
**Commissioner**                      **Date**

BY: Signature **Danielle West, City Manager**  
**Date**

*The contract is fully executed when all parties sign and funds have been encumbered. Upon final approval by the Office of State Procurement Services, a case details page will be made part of this contract.*

### DEPARTMENT AND PROVIDER POINT OF CONTACT

CONTRACT ADMINISTRATOR: The following person is designated as the Contract Administrator on behalf of the Department for this Contract. All financial reports, invoices, correspondence and related submissions from the Provider as outlined in Rider A, Reports, shall be submitted to:

|                                     |                         |                 |
|-------------------------------------|-------------------------|-----------------|
| NAME: Soliana Goldrich              |                         |                 |
| EMAIL: Soliana.o.goldrich@maine.gov | TELEPHONE: 207-248-1190 |                 |
| ADDRESS: 45 Commerce Dr             |                         |                 |
| CITY: Augusta                       | STATE: ME               | ZIP CODE: 04330 |

**PROGRAM ADMINISTRATOR: (Program Administrator section is optional.)**

The following person is designated as the Program Administrator. This person will be able to respond to routine questions pertaining to the Contract; they will not be able to alter the scope of the Contract.

|          |            |           |
|----------|------------|-----------|
| NAME:    |            |           |
| EMAIL:   | TELEPHONE: |           |
| ADDRESS: |            |           |
| CITY:    | STATE:     | ZIP CODE: |

PROVIDER CONTACT: The following person is designated as the Contact Person on behalf of the Provider for this Contract. All contractual correspondence from the Department shall be submitted to:

|                                                                                     |                         |                 |
|-------------------------------------------------------------------------------------|-------------------------|-----------------|
| NAME: Sean Donaghue                                                                 |                         |                 |
| EMAIL: <a href="mailto:donaghues@portlandmaine.gov">donaghues@portlandmaine.gov</a> | TELEPHONE: 978-590-5254 |                 |
| ADDRESS: 380 Congress St                                                            |                         |                 |
| CITY: Portland                                                                      | STATE: ME               | ZIP CODE: 04101 |

|                        |
|------------------------|
| <b>TABLE OF RIDERS</b> |
|------------------------|

The following riders are hereby incorporated into this Contract and made part of it by reference. *(Riders A, B, and G are required. Check all others that apply.)*

|                                     |                                                                                |
|-------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/>            | Funding Rider                                                                  |
| <input checked="" type="checkbox"/> | Rider A – Scope of Work                                                        |
| <input checked="" type="checkbox"/> | Rider B – Terms and Conditions                                                 |
| <input type="checkbox"/>            | Rider C - Exceptions                                                           |
| <input type="checkbox"/>            | Rider D – Included at Department’s Discretion                                  |
| <input type="checkbox"/>            | Rider E – Included at Department’s Discretion                                  |
| <input type="checkbox"/>            | Rider F – Included at Department’s Discretion                                  |
| <input checked="" type="checkbox"/> | Rider G – Identification of Country in Which Contracted Work will be Performed |
| <input type="checkbox"/>            | Business Associate Agreement – Included at Department’s Discretion             |
| <input checked="" type="checkbox"/> | Other – Included at Department’s Discretion                                    |

FUNDING RIDER

Internal Purposes Only

CODING: (Departments - Attach separate sheet as needed for additional coding.)

| LINE TOTAL | FUND | DEPT | UNIT | SUB UNIT | OBJ  | PROGRAM | PROGRAM PERIOD | APPR FUNDING | FISCAL YEAR |
|------------|------|------|------|----------|------|---------|----------------|--------------|-------------|
| \$ 96,400  | 013  | 16A  | 1994 | 02       | 6401 | HDAP    | F2022          |              |             |

| LINE TOTAL | FUND | DEPT | UNIT | SUB UNIT | OBJ | PROGRAM | PROGRAM PERIOD | APPR FUNDING | FISCAL YEAR |
|------------|------|------|------|----------|-----|---------|----------------|--------------|-------------|
| \$         |      |      |      |          |     |         |                |              |             |

| LINE TOTAL | FUND | DEPT | UNIT | SUB UNIT | OBJ | PROGRAM | PROGRAM PERIOD | APPR FUNDING | FISCAL YEAR |
|------------|------|------|------|----------|-----|---------|----------------|--------------|-------------|
| \$         |      |      |      |          |     |         |                |              |             |

FUNDING TOTAL: \$ 96,400

The sources of funds and compliance requirements for this Contract follow:

State General Fund \$  
Dedicated/Special Revenue \$  
Federal Funds \$ 96,400

## RIDER A: SCOPE OF WORK

### TABLE OF CONTENTS

- I. Acronyms
- II. Introduction/Overview
- III. Deliverables
- IV. Performance Measures
- V. Reports

#### I. ACRONYMS/DEFINITIONS:

The following terms and acronyms shall have the meaning indicated below as referenced in this Contract:

| <b>COMMONLY KNOWN ACRONYMS<br/>AND DEPARTMENT ABBREVIATIONS</b> |                                                       |
|-----------------------------------------------------------------|-------------------------------------------------------|
| BAA                                                             | Business Associate Agreement                          |
| Contract                                                        | Formal and legal binding agreement                    |
| Department                                                      | State of Maine Department Entering into this Contract |
| Provider                                                        | City of Portland dba Fire Dept                        |
| State                                                           | State of Maine                                        |
|                                                                 |                                                       |
|                                                                 |                                                       |

#### II. INTRODUCTION/OVERVIEW:

The purpose of this Contract is to support EMS agencies in initiating and/or expanding community paramedicine services, with a focus on rural areas. The provider will be required to expand capacity to be able to provide COVID-19 testing. The contract focuses on a reduction in health disparities, improving and increasing healthcare resources offered by EMS to underserved populations and people living in rural communities.

The Provider shall train 20 CP providers as Community Paramedicine Technicians and operationalize a referral program.

Payment will be made upon receipt of an approved invoice. Invoices will come from the Provider on the Provider's usual billing form or letterhead identifying such document as an invoice, providing an invoice number, the amount due, the date of the invoice, the time frame covered, the name of the vendor and the remit to address. All invoices are to be submitted, preferably via email, to [Soliana.O.Goldrich@maine.gov](mailto:Soliana.O.Goldrich@maine.gov).

Payments are subject to the Provider's compliance with all items set forth in this Agreement and subject to the availability of funds. The Department will process approved payments within 30 days

### III. DELIVERABLES:

The Provider shall perform all services and maintain all standards and requirements for services provided under this Contract in accordance with the below:

Provider will send 20 providers to a CP training course and operationalize a referral program for CP with local entities.

This shall include use of funds as follows:

1. Up to \$86,400 for personnel
2. Up to \$10,000 for CP education

See attached scope of work under "other".

### IV. REPORTS: remove this section if not applicable to this Contract.

#### A. Required Reports

The Provider shall track and record all data/information necessary to complete the reports listed in the table below:

|    | Name of Report   | Description or Appendix #:                                        |
|----|------------------|-------------------------------------------------------------------|
| 1. | Quarterly Report | Quarterly report outlining implementation, successes and barriers |
| 2. |                  |                                                                   |

#### B. Reporting Schedule for Above Listed Required Reports

The Provider shall submit all of the reports listed in the table below to the Department in accordance with the deadlines established within the table:

|    | Name of Report:  | Period Captured by Report: ("Each year/quarter/month/week") | Due Date and/or Frequency: (# days after each year/quarter/month/week") |
|----|------------------|-------------------------------------------------------------|-------------------------------------------------------------------------|
| 1. | Quarterly Report | Quarterly                                                   | 30 days after end of quarter                                            |
| 2. |                  |                                                             |                                                                         |

The Provider understands that the reports are due within the timeframes established and that the Department will not make subsequent payment installments under this Contract until such reports are received, reviewed and accepted.

The Provider further agrees to submit such other data and reports as may be requested by the Contract Administrator. The Provider shall submit all data and reports to the Contract Administrator listed in section “DEPARTMENT AND PROVIDER POINTS OF CONTACT” of this Contract.

|                                      |
|--------------------------------------|
| <b>RIDER B: TERMS AND CONDITIONS</b> |
|--------------------------------------|

1. **INVOICES AND PAYMENT.** Department will pay the Provider as follows: Payment terms are net 30 days from the date the State receives an error-free invoice with all necessary and complete supporting documents.  
  
All invoices must include the following:
  - A. Advantage Contract numbers for this contract.
  - B. Vendor Code number assigned when registering as a vendor with the State of Maine. This number appears on all Contracts and Purchase Orders and can be acquired from the agency contact.
  - C. Itemizing all work performed during the invoice period, including the dates of service, rates of pay, hours of work performed, and any other information and/or documentation appropriate and sufficient to substantiate the amount invoiced for payment by the State.
  - D. In cases where hourly rates of contracted resources are concerned, invoices must contain a copy or copies of time sheets associated with that invoice. Time sheets will need to be reviewed and approved by the State's contract administrator.
  
2. **BENEFITS AND DEDUCTIONS.** If the Provider is an individual, the Provider understands and agrees that they are an independent contractor for whom no Federal or State Income Tax will be deducted by the Department, and for whom no retirement benefits, survivor benefit insurance, group life insurance, vacation and sick leave, and similar benefits available to State employees will accrue. The Provider further understands that annual information returns, as required by the Internal Revenue Code or State of Maine Income Tax Law, will be filed by the State Controller with the Internal Revenue Service and the State of Maine Bureau of Revenue Services, copies of which will be furnished to the Provider for their Income Tax records.
  
3. **INDEPENDENT CAPACITY.** In the performance of this Contract, the parties hereto agree that the Provider, and any agents and employees of the Provider, shall act in the capacity of an independent contractor and not as officers or employees or agents of the State.
  
4. **DEPARTMENT'S REPRESENTATIVE.** The Contract Administrator shall be the Department's representative during the period of this Contract. The Contract Administrator has authority to curtail services if necessary to ensure proper execution. They shall certify to the Department when payments under the Contract are due and the amounts to be paid. They shall make decisions on all claims of the Provider, subject to the approval of the Commissioner of the Department.
  
5. **CHANGES IN THE WORK.** The Department may order changes in the work, the Contract Amount being adjusted accordingly. Any monetary adjustment or any substantive change in the work shall be in the form of an amendment, signed by both parties and approved by the State Procurement Review Committee. Said amendment must be effective prior to the execution of the changed work.

6. **SUB-CONTRACTORS**. The Provider may not enter into any subcontract for the work to be performed under this Contract without the express written consent of the Department. This provision shall not apply to contracts of employment between the Provider and its employees.

The Provider is solely responsible for the performance of work under this Contract. The approval of the Department for the Provider to subcontract for work under this Contract shall not relieve the Provider in any way of its responsibility for performance of the work.

All Subcontractors shall be bound by the terms and conditions set forth in this Contract. The Provider shall give the State immediate notice in writing of any legal action or suit filed, and prompt notice of any claim made against the Provider by any Subcontractor, which may result in litigation related in any way to this Contract, or which may affect the performance of duties under this Contract.

7. **SUBLETTING, ASSIGNMENT OR TRANSFER**. The Provider shall not sublet, sell, transfer, assign or otherwise dispose of this Contract or any portion thereof, or of its right, title or interest therein, without the written request and written approval from the Department. Such approval shall not in any case relieve the Provider of its responsibility for performance of work or liability under this Contract.

8. **EQUAL EMPLOYMENT OPPORTUNITY**. During the performance of this Contract, the Provider certifies as follows:

- A. The Provider shall not discriminate against any employee or applicant for employment relating to this Contract because of race, color, religious creed, sex, national origin, familial status, ancestry, age, physical or mental disability, sexual orientation, or gender identity, unless related to a bona fide occupational qualification.

Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Provider agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this nondiscrimination clause.

- B. The Provider shall, in all solicitations or advertising for employees placed by or on behalf of the Provider relating to this Contract, state that all qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, familial status, ancestry, age, physical or mental disability, sexual orientation, or gender identity.

- C. The Provider shall send to each labor union or representative of the workers with which it has a collective bargaining Contract, or other Contract or understanding, whereby it is furnished with labor for the performance of this Contract a notice to be provided by the contracting agency, advising the said labor union or workers' representative of the Provider's commitment under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- D. The Provider shall inform the contracting Department's Equal Employment Opportunity Coordinator of any discrimination complaints brought to an external regulatory body (Maine

Human Rights Commission, EEOC, Office of Civil Rights, etc.) against their agency by any individual as well as any lawsuit regarding alleged discriminatory practice.

- E. The Provider shall comply with all aspects of the Americans with Disabilities Act (ADA) in employment and in the provision of service to include accessibility and reasonable accommodations for employees and clients.
- F. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Contract so that such provisions shall be binding upon each Subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**9. CONFLICT OF INTEREST.** The Provider warrants that no State employee has or will receive any direct or indirect pecuniary interest in or receive or be eligible to receive, directly or indirectly, any benefit that may arise from this Contract, for any employee who participated in any way in the solicitation, award or administration of this Contract according to [Title 5 MRS §18-A, \(2\)](#) and in harmony with [Title 17 MRS §3104](#). Any contract made in violation of these sections is void.

The Provider certifies that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of its services hereunder. The Provider further certifies that in the performance of this Contract, no person having any such known interests shall be employed.

**10. EMPLOYMENT AND PERSONNEL.** The Provider shall not engage on a full-time, part-time or other basis during the period of this Contract, any executive employee who participated in any way in the solicitation, award or administration of this Contract according to [Title 5 MRS §18-A, \(2\)](#) and in harmony with [Title 17 MRS §3104](#). Any contract made in violation of these sections is void.

**11. NON-COLLUSION.** The Provider warrants that it has not employed or contracted with any company or person, other than for assistance with the normal study and preparation of a proposal, to solicit or secure this Contract and that it has not paid, or agreed to pay, any company or person, other than a bona fide employee working solely for the Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award of this Contract.

And, the Provider has not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services, and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

For breach or violation of this provision, the Department shall have the right to terminate this Contract without liability or, at its discretion to otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

**12. ACCESS TO RECORDS.** As a condition of accepting a Contract for services under this section, a Provider must agree to treat all records, other than proprietary information, relating to personal

services work performed under the Contract as public records under the freedom of access laws to the same extent as if the work were performed directly by the Department or agency. For the purposes of this subsection, "proprietary information" means information that is a trade secret or commercial or financial information, the disclosure of which would impair the competitive position of the Provider and would make available information not otherwise publicly available. Information relating to wages and benefits of the employees performing the personal services work under the Contract and information concerning employee and Contract oversight and accountability procedures and systems are not proprietary information. The Provider shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to this Contract and make such materials available at its offices at all reasonable times during the period of this Contract and for such subsequent period as specified under Maine Uniform Accounting and Auditing Practices for Community Agencies (MAAP) rules. The Provider shall allow inspection of pertinent documents by the Department or any authorized representative of the State of Maine or Federal Government, and shall furnish copies thereof, if requested. This subsection applies to contracts, contract extensions and contract amendments executed on or after October 1, 2009.

- 13. TERMINATION.** The performance of work under this Contract may be terminated by the Department whenever for any reason the Contract Administrator shall determine that such termination is in the best interest of the Department. Any such termination shall be affected by the delivery to the Provider of a Notice of Termination specifying the date on which such termination becomes effective.

Either party may terminate this Contract for cause by providing a written notice of termination stating the reason for the termination a minimum of thirty (30) calendar day ahead of the effective date of the termination. As part of the thirty (30) calendar days written notice of termination, the defaulting party shall have fifteen (15) calendar days to cure the default. If the default is of such a nature that it cannot be cured within fifteen (15) calendar days, the defaulting party shall have such additional time, as the parties may agree to, to cure the default, provided the defaulting party has taken steps to cure the default within the initial fifteen (15) calendar days.

Upon termination, the Department shall pay the Provider for work performed by the Provider prior to the date of Notice of Termination.

- 14. GOVERNMENTAL REQUIREMENTS.** The Provider warrants and represents that it will comply with all applicable governmental ordinances, laws and regulations.

- 15. GOVERNING LAW.** This Contract shall be governed in all respects by the laws, statutes, and regulations of the United States of America and of the State of Maine. Any legal proceeding against the State regarding this Contract shall be brought in the State of Maine administrative or judicial forums. The Provider consents to personal jurisdiction in the State of Maine.

- 16. STATE HELD HARMLESS.** The Provider shall indemnify and hold harmless the Department and its officers, agents, and employees from and against any and all third party claims, liabilities, and costs, including reasonable attorney fees, for any or all injuries to persons or property or claims for money damages, including claims for violation of intellectual property rights, arising from the negligent acts or omissions of the Provider, its employees or agents, officers or Subcontractors in the performance of work under this Agreement; provided, however, the Provider shall not be liable for claims arising out of the negligent acts or omissions of the Department, or for actions taken in reasonable reliance on written instructions of the Department.

**17. NOTICE OF CLAIMS.** The Provider shall give the Contract Administrator immediate notice in writing of any legal action or suit filed related in any way to this Contract or which may affect the performance of duties under this Contract, and prompt notice of any claim made against the Provider by any Subcontractor which may result in litigation related in any way to this Contract or which may affect the performance of duties under this Contract.

**18. APPROVAL.** This Contract must be approved by the State Controller and the State Purchases Review Committee before it can be considered a valid, enforceable document.

**19. INSURANCE REQUIREMENT.** The Provider shall keep in force a liability policy issued by a company fully licensed or designated as an eligible surplus line insurer to do business in this State by the Maine Department of Professional & Financial Regulation, Bureau of Insurance, which policy includes the activity to be covered by this Contract with adequate liability coverage to protect itself and the Department from suits. Providers insured through a “risk retention group” insurer prior to July 1, 1991, may continue under that arrangement. Prior to or upon execution of this Contract, the Provider shall furnish the Department with written or photocopied verification of the existence of such liability insurance policy.

A. Other Provisions - Unless explicitly waived by the Department, the insurance policies shall contain, or be endorsed to contain, the following provisions:

- i. The Provider’s insurance coverage shall be the primary and contributory. Any insurance or self-insurance maintained by the Department for its officers, agents, and employees shall be in excess of the Provider's insurance and shall not contribute to it.
- ii. The Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- iii. The Provider shall furnish the Department with certificates of insurance, and with those endorsements, if any, affecting coverage, required by these Insurance Requirements. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Department before this Contract commences. The Department reserves the right to require complete, certified copies of all required insurance policies at any time.
- iv. All policies should contain a revised cancellation clause allowing thirty (30) days notice to the Department in the event of cancellation for any reason, including nonpayment.
- v. The Department will not grant the Provider, or any sub-contractor of the Provider, “Additional Insured” status and the Department will not grant any Provider a “Waiver of Subrogation”.

**20. NON-APPROPRIATION.** Notwithstanding any other provision of this Contract, if the State does not receive sufficient funds to fund this Contract and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Contract.

**21. SEVERABILITY.** The invalidity or unenforceability of any particular provision, or part thereof, of this Contract shall not affect the remainder of said provision or any other provisions, and this Contract shall be construed in all respects as if such invalid or unenforceable provision or part

thereof had been omitted.

**22. ORDER OF PRECEDENCE.** In the event of a conflict between the documents comprising this Contract, the Order of Precedence shall be:

- Rider C Exceptions
- Rider B Terms and Conditions
- Rider A Scope of Work
- Funding Rider
- Rider D Included at Department's Discretion
- Rider E Included at Department's Discretion
- Rider F Included at Department's Discretion
- Rider G Identification of Country in which contracted work will be performed
- Business Associate Agreement included at Department's Discretion
- Other Included at Department's Discretion

**23. FORCE MAJEURE.** The performance of an obligation by either party shall be excused in the event that performance of that obligation is prevented by an act of God, act of war, riot, fire, explosion, flood, pandemic or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party.

**24. SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any monies due to the Provider under this Contract up to any amounts due and owing to the State with regard to this Contract, any other Contract with any State department or agency, including any Contract for a term commencing prior to the term of this Contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Controller.

**25. ENTIRE CONTRACT.** This document contains the entire Contract of the parties, and neither party shall be bound by any statement or representation not contained herein. No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving party. The parties expressly agree that they shall not assert in any action relating to the Contract that any implied waiver occurred between the parties, which is not expressed in writing. The failure of any party to insist in any one or more instances upon strict performance of any of the terms or provisions of the Contract, or to exercise an option or election under the Contract, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option or election, but the same shall continue in full force and effect, and no waiver by any party of any one or more of its rights or remedies under the Contract shall be deemed to be a waiver of any prior or subsequent rights or remedy under the Contract or at law.

**26. AMENDMENT.** No changes, modifications, or amendments in the terms and conditions of this Contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Provider.

**27. DEBARMENT AND PERFORMANCE CERTIFICATION.** By signing this Contract, the Provider certifies to the best of Provider's knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this Contract:

- A. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- B. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
  - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
  - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.

**28. STATE PROPERTY.** The Provider shall be responsible for the proper custody, care and return of any Department or State-owned property furnished or state-funded for the Provider's use in connection with the performance of this Contract, and the Provider will reimburse the Department for its loss or damage, normal wear and tear excepted.

**29. CYBERSECURITY AND PROHIBITED TECHNOLOGIES.** Through the execution of this contract, the Provider certifies that the aforementioned organization, its principals and any subcontractors named in this Contract:

- A. is not a foreign adversary business entity, <https://www.maine.gov/oit/prohibited-technologies>, [Title 5 M.R.S. §2021 \(3\)](#); and
- B. is not on the list of prohibited companies or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services <https://www.maine.gov/oit/prohibited-technologies>, [Title 5 M.R.S. §2030-B](#).

Contracts entered into by a state agency in violation of Title 5 M.R.S. §2030-B are void. A person who executes this contract in violation of this section commits a civil violation for which a fine may be adjudged in an amount that is twice the amount of this contract or \$250,000, whichever is greater, (Title 5 M.R.S., §2030-A).

### **30. CONFIDENTIALITY.**

- A. Subject to the Maine Freedom of Access Act (FOAA), [Title 1 M.R.S. §400](#) et seq., "confidential information" means non-public information designated as protected from disclosure under state or federal law. Confidential information given to the Provider by the Department, or acquired by the Provider on behalf of the Department, whether in verbal,

written, electronic, or any other format, shall be subject to the requirements herein. The term “confidential information” does not include any information or documentation that is subject to disclosure under FOAA.

- B. In conformance with applicable Federal and State statutes, regulations, and ethical standards, the Provider and the Department shall take all necessary steps to protect confidential information regarding all persons served by the Department, including the proper care, custody, use, and preservation of records, papers, files, communications, and any such items that may reveal confidential information about persons served by the Department, or whose information is utilized in order to accomplish the purposes of this Contract.
- C. In the event of a breach of this confidentiality provision, the Provider shall notify the Contract Administrator immediately.
- D. The Provider shall comply with the [Maine Public Law, Title 10, Chapter 210-B \(Notice of Risk to Personal Data Act\)](#).

**RIDER C: EXCEPTIONS**

N/A

RIDER D: [TITLE]

(Included at Department’s Discretion)

N/A

**RIDER E: [TITLE]**

**(Included at Department’s Discretion)**

N/A

RIDER F: [TITLE]

(Included at Department’s Discretion)

N/A

**RIDER G: IDENTIFICATION OF COUNTRY IN WHICH CONTRACTED WORK WILL BE PERFORMED**

Please identify the country in which the services purchased through this contract will be performed:

☒ **United States. Please identify state: Maine**

☐ **Other. Please identify country: Enter Country**

Notification of Changes to the Information:

The Provider agrees to notify the Office of State Procurement Services of any changes to the information provided above.

**BUSINESS ASSOCIATE AGREEMENT**

**(Included at Department’s Discretion)**

N/A

|       |
|-------|
| Other |
|-------|

Title: Scope of Work

**MEMORANDUM**  
**City Council Agenda Item**

**FROM:** Jeremiah Bartlett  
**DATE:** May 21, 2025  
**SUBJECT:** Order 220-24/25 Traffic Schedule Amendment RE: Parking Reassignments on Pearl Street and Cotton Street - Sponsored by Danielle P. West, City Manager  
**SPONSOR:** Danielle P. West, City Manager  
(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

**COUNCIL MEETING DATE ACTION IS REQUESTED:**

**1st Reading 5/19/2025**

**Final Action 6/2/2025**

**Can action be taken at a later date: Yes**

**Does this item involve a new contract with the City: No**

**PRESENTATION: N/A**

**I. SUMMARY**

City Council is being asked to amend the parking schedule on Pearl Street between Kennebec Street and Oxford Street as well as on Cotton Street North of Fore Street from no parking to twohour parking spots.

**II. AGENDA DESCRIPTION**

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.

**III. BACKGROUND**

Pearl Street is typically 32 feet wide from Kennebec Street to Oxford Street, which is sufficient for on-street parking on one side. Residents of nearby apartment buildings have requested an on-street option, to add more options for themselves and for visitors. Adding these parking options with limiting day parking will make sure residents and their visitors have better options.

Cotton Street is a dead-end road with a turn around at the end. With commercial loading on the east side, there remains adequate space for traffic given the street's low volumes. Adding commercial loading spots near the businesses on the west side will help improve safety as less people will be crossing the road and get delivery trucks off of Fore Street. The additional stops will be a safer spot for customers too. These changes were unanimously approved by the Sustainability and Transportation Committee on April 9, 2025.

#### **IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED**

The intended result of this request for Pearl Street is to allow limited parking during working hours while giving some residents of the adjacent apartment buildings closer parking. The 50-foot gap will also minimize conflicts with the business across the street. The intended result of this request for Cotton Street is to allow safer walking conditions for the businesses as delivery trucks and customers will not have to cross Fore Street to visit.

#### **V. FINANCIAL IMPACT**

The financial impact of this parking change is minimal; we anticipate a cost of \$1,500 for Pearl Street and \$1,000 for Cotton Street, with six signs and four signs respectively, including installation costs and staff time. There is also a positive financial impact from this change due to the addition of five time-restricted parking spaces in a heavily trafficked area for Cotton Street.

#### **VI. STAFF ANALYSIS AND BACKGROUND**

The Transportation Systems Engineer has suggested the parking schedule change for these spots, supported by the outgoing Parking Division manager.

#### **VII. RECOMMENDATION**

The Department of Public Works recommends approving the parking schedule change for these spots

#### **VIII. LIST ATTACHMENTS**

1. Order 220 - Traffic Schedule Amendment, Pearl & Cotton St
2. Pearl and Cotton St - Maps

Prepared by:

Jeremiah Bartlett

Date: 05/21/2025

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

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

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

**TRAFFIC SCHEDULE AMENDMENT  
RE: PARKING REASSIGNMENTS ON PEARL STREET AND COTTON STREET**

**ORDERED**, that the City of Portland's Traffic Schedule be and hereby is amended as follows:

**By Removing under Pearl Street, from a point approximately 11 feet south of Kennebec Street for a distance of 162 feet:**

➤ **Schedule I - No Parking**

**By Adding under Pearl Street, from a point approximately 11 feet south of Kennebec Street for a distance of 162 feet:**

South Side – 6 spots:

➤ **Schedule XVIII - 2 Hour Parking**

**By Removing under Pearl Street, from a point approximately 25 feet south of Lancaster Street for a distance of 290 feet:**

➤ **Schedule I - No Parking**

**By Adding under Pearl Street, from a point approximately 25 feet south of Lancaster Street for a distance of 290 feet:**

South Side - Northmost 6 spots:

➤ **Schedule XVIII – 2 Hour Parking**

South Side – Middle 50 feet:

➤ **Schedule I – No Parking**

South Side – Southmost 5 spots:

➤ **Schedule XVIII – 2 Hour Parking**

**By Removing under Cotton Street, from a point approximately 28 feet north of Fore Street for a distance of 281 feet:**

➤ **Schedule I – No Parking**

**By Adding under Cotton Street, from a point approximately 28 feet north of Fore Street for a distance of 281 feet:**

South Side – Southmost 6 spots:

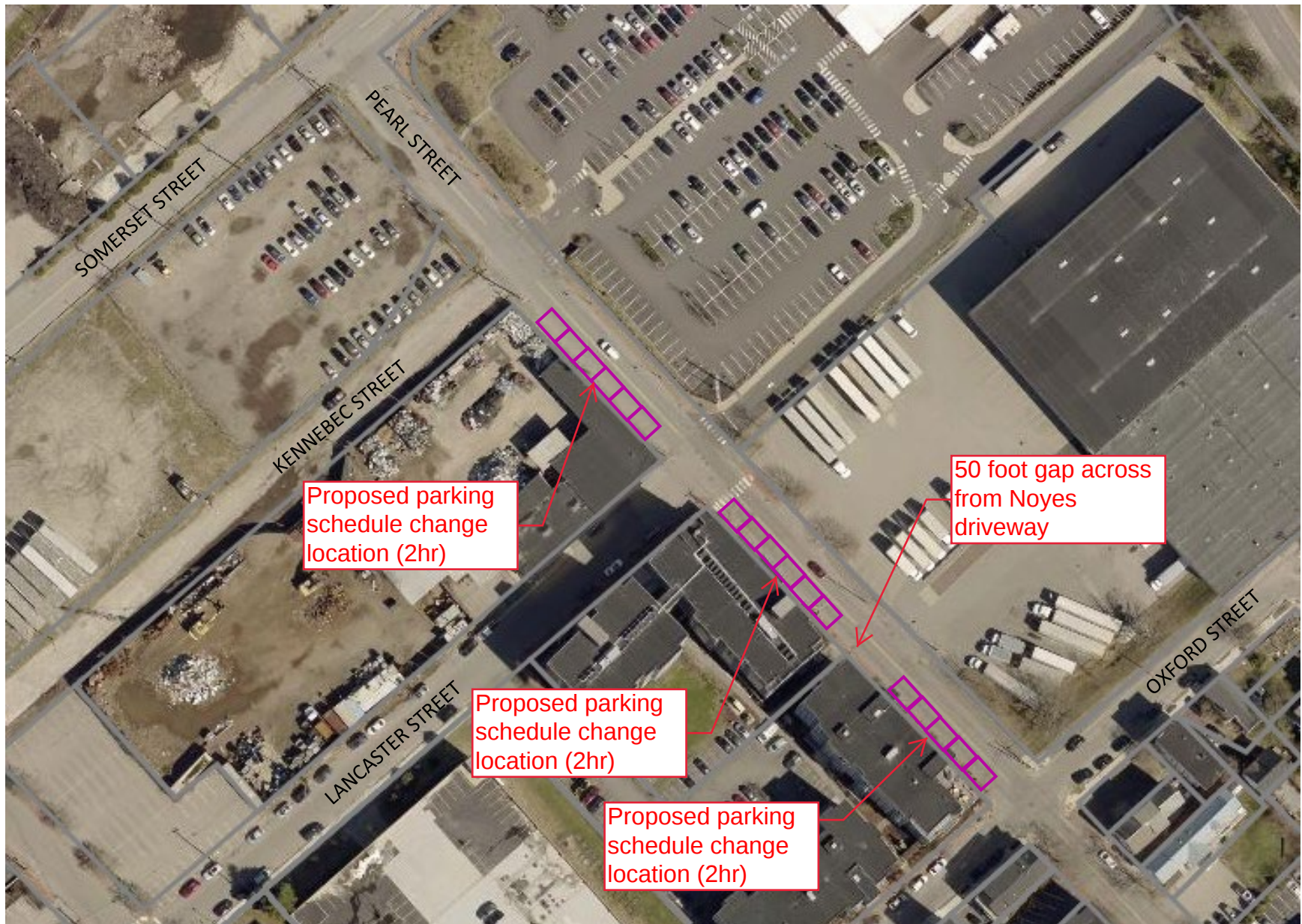
➤ **Schedule XI** – Commercial Loading Zone

South Side – Middle 43 feet:

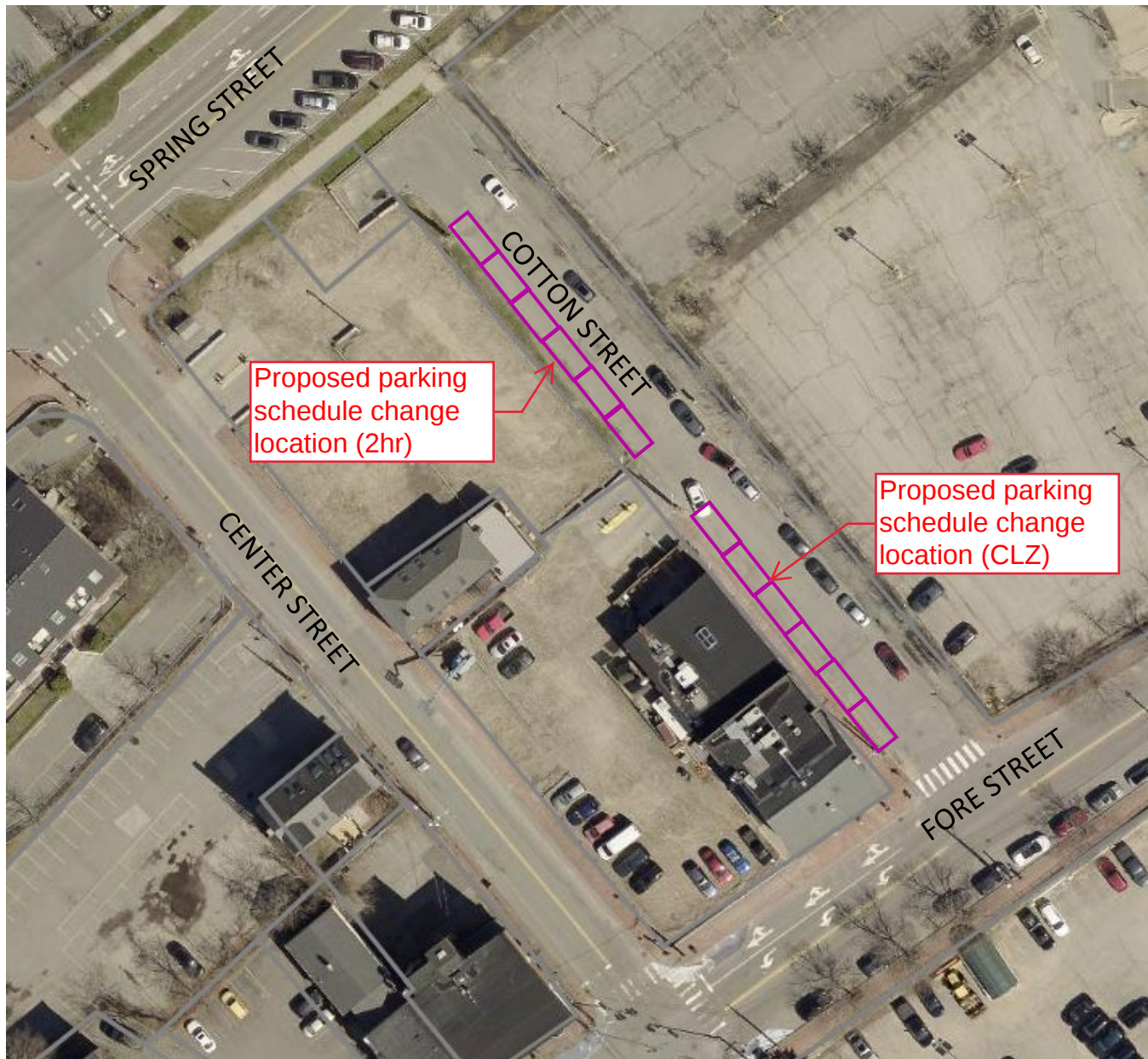
➤ **Schedule I** – No Parking

South Side – Northmost 6 spots:

➤ **Schedule XVIII** – 2 Hour Parking



Location Map: Pearl Street Parking Schedule Change



Location Map: Cotton Street Parking Schedule Change

**MEMORANDUM**  
**City Council Agenda Item**

**FROM:** Paul Bradbury, Jetport Director

**DATE:** May 12, 2025

**SUBJECT:** Order -24/25 Appropriating \$11.5 million from Jetport Unrestricted Funds for Passenger Terminal Building Roof Replacement, Relocation of Jetport Administration Offices, Relocation of the Jetport Operations Center, and Development of an Airport Emergency Operations Center - Sponsored by Danielle P. West, City Manager

**SPONSOR:** Danielle P. West, City Manager  
(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

**COUNCIL MEETING DATE ACTION IS REQUESTED:**

**1st Reading 5/19/2025**

**Final Action 6/2/2025**

**Can action be taken at a later date: Yes**

**Does this item involve a new contract with the City: No**

**PRESENTATION:** Paul Bradbury, Airport Director, will introduce this item and answer any Council questions.

**I. SUMMARY**

Order requesting an appropriation of \$11.5 million for Jetport terminal building roof replacement, the relocation of the Jetport's administration offices, the relocation of the Jetport Operations Center, and the development of an Airport Emergency Operations Center (AEOC).

**II. AGENDA DESCRIPTION**

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. This is its first reading.

**III. BACKGROUND**

The Portland International Jetport's passenger terminal was constructed over decades. The newest section was constructed in 2012 and the oldest section dates to 1967. The central and eastern sections of the terminal building roof, which were installed in 1997 and 2003, have reached their useful life and require replacement. This appropriation will be combined with a prior October 2024 Council appropriation of \$600,000 to replace approximately 40,500 square feet of roof for a total estimated roofing project cost of \$2.5 million.

The Jetport has experienced record growth over the past two years, with passenger volumes up 11% in 2023 and up 10.4% in 2024. Total passengers are projected to exceed 2.5 million in 2025. In order to meet passenger demand and maintain high passenger satisfaction, Jetport staff recommend proceeding with the

relocation of the Jetport administrative offices and the Jetport operations center to existing shell space over baggage claim. The relocation of the administrative offices and operations center, which are adjacent to the gate concourse, will allow for the future expansion of passenger amenities within the gate concourse. These amenities include: expanded concessions, additional restrooms, and a passenger lounge. The Jetport's 2018 Master Plan recommended this solution and the City Council appropriated the design funding for this project in January 2020. The project was delayed due to the pandemic and subsequent reduction in passenger volumes, but is now ready to proceed with construction.

The offices and operations center relocation project also includes the development of an Airport Emergency Operations Center (AEOC). The AEOC space has been designed with data and communications to support operations in the event of an airport emergency and was designed to support the City of Portland's use of the National Incident Management System (NIMS) plan for all emergencies response.

#### **IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED**

The Portland International Jetport provides a robust connection for the region to the national air transportation system and, in doing so, plays an important role in supporting the local and regional economy. The December 2024 Maine State Aviation plan noted that the Jetport provides an economic impact to the region of \$1.18 billion, supporting 10,007 jobs, and contributing \$86.52 million in State and local taxes. The success of the Jetport is directly related to its ability to provide a more convenient and efficient air travel experience than other airports within the region. The funding being requested under this appropriation will provide for the needed replacement of a portion of the passenger terminal building roof and, through the relocation of the administrative offices and operations center, provide the first step in expanding the space available for additional passenger amenities in the gate concourse.

#### **V. FINANCIAL IMPACT**

The requested \$11.5 million appropriation will come from Jetport unrestricted cash. The Jetport's unrestricted cash balance was \$38.16 million as of April 30, 2025. The approval of this appropriation has no impact on the City of Portland's general fund or the tax rate.

#### **VI. STAFF ANALYSIS AND BACKGROUND**

This appropriation will provide needed investment in the Jetport's terminal building infrastructure and reallocate space in the terminal to allow for the future expansion of gate concourse passenger amenities.

#### **VII. RECOMMENDATION**

Portland International Jetport staff recommend approval of this \$11.5 million appropriation to fund needed infrastructure maintenance and expansion.

#### **VIII. LIST ATTACHMENTS**

1. Jetport Roof & Office Relocation Projects

Prepared by:

Paul Bradbury, Jetport Director

Date: 05/12/2025

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

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

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

**ORDER APPROPRIATING \$11.5 MILLION FROM JETPORT UNRESTRICTED  
FUNDS**

**ORDERED,** that \$11.5 million in Jetport unrestricted funds is hereby appropriated to the Portland International Jetport for the following projects:

- Passenger Terminal Building Roof Replacement
- Relocation of Jetport Administration Offices
- Relocation of the Jetport Operations Center
- Development of an Airport Emergency Operations Center

## JETPORT ROOF REPLACEMENT PROJECT AREAS

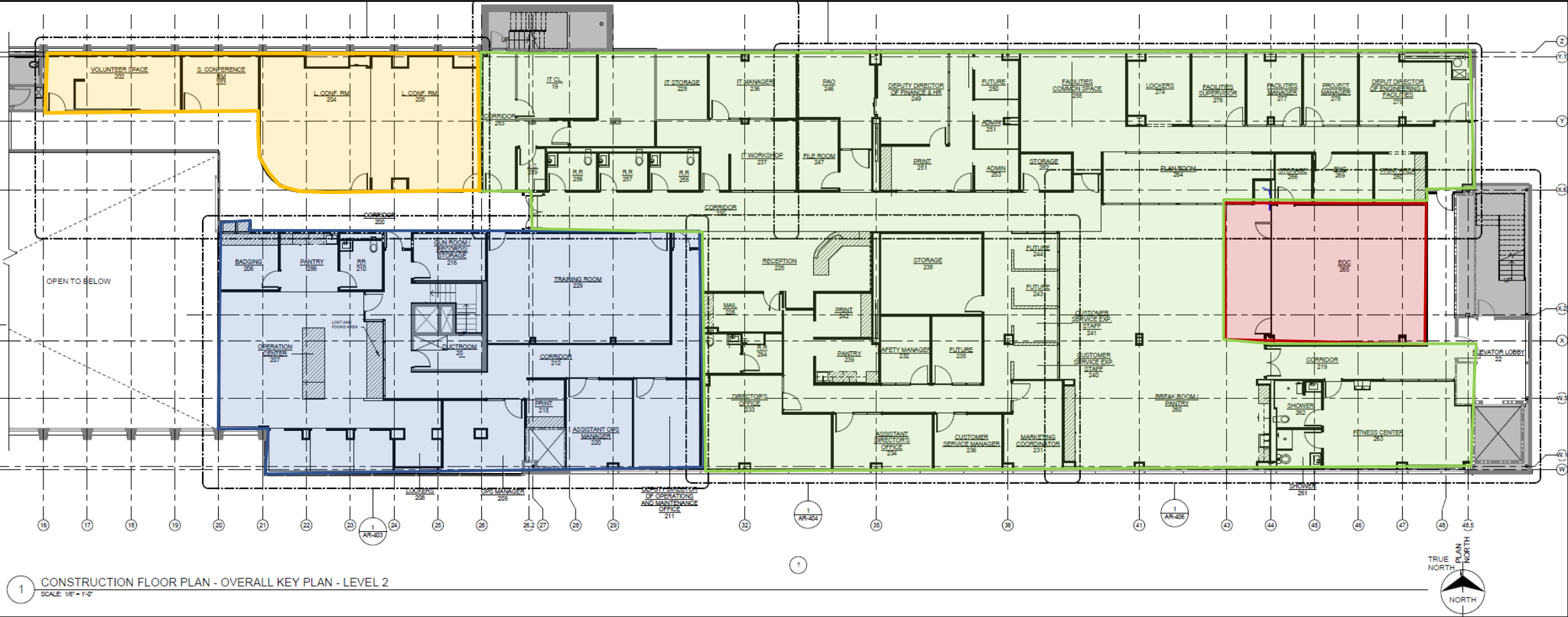
- The project covers approximately 40,500 square feet of roof area. These sections of roof will be stripped to the roof deck and replaced with new tapered insulation and membrane roofing.
- The total project cost is estimated at \$2.5 million. The Council previously appropriated \$600,000 in October 2024, which will be combined with the current \$1.9 million appropriation request to complete this larger project scope.



Passenger Terminal Building Roofing Replacement Project Areas

# JETPORT OFFICES RELOCATION, OPERATIONS CENTER RELOCATION, AND AEOC DEVELOPMENT

- The project relocates Jetport administration offices, the operations center, and the development of an Airport Emergency Operations Center over baggage claim. The project will build out approximately 15,500 square feet of currently unoccupied empty second level shell space over baggage claim.
- The total project cost is estimated at \$9.6 million.



**MEMORANDUM**  
**City Council Agenda Item**

**FROM:**

**DATE:** May 19, 2025

**SUBJECT:** 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

**SPONSOR:** Danielle P. West, City Manager

**(If sponsored by a Council committee, include the date the committee met and the results of the vote.)**

**COUNCIL MEETING DATE ACTION IS REQUESTED:**

**1st Reading 6/2/2025**

**Final**

**Action 6/23/2025**

**Can action be taken at a later date: No Action cannot be taken at a later date in order to ensure donated funds are appropriated in the current fiscal year.**

**Does this item involve a new contract with the City: No.**

**PRESENTATION:** Fire Department Chief Chad Johnston will be available for questions.

**I. SUMMARY**

**II. AGENDA DESCRIPTION**

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.

**III. BACKGROUND**

N/A

**IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED**

Acceptance of this donation and its intended purpose expresses support and appreciation for the hard work of Portland's EMS professionals.

**V. FINANCIAL IMPACT**

Accepting and appropriating this donation offsets expenses incurred for purchasing food for paramedics in celebration of National EMS Week.

**VI. STAFF ANALYSIS AND BACKGROUND**

N/A

**VII. RECOMMENDATION**

Approve Order -24/25 Accepting and Appropriating a \$3,000 Zoll Medical Corporation Donation for the Portland Fire Department.

**VIII. LIST ATTACHMENTS**

1. Order - Accepting and Appropriating Zoll Donation for PFD

Prepared by:

Date: 05/19/2025

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

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

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

**ORDER ACCEPTING AND APPROPRIATING A \$3,000 DONATION FROM ZOLL  
MEDICAL CORPORATION TO THE PORTLAND FIRE DEPARTMENT FOR THE  
NATIONAL EMS WEEK FUND**

**ORDERED**, that a \$3,000 donation from Zoll Medical Corporation is hereby accepted and that amount appropriated to the Portland Fire Department for the National EMS Appreciation Week Fund.

**BE IT FURTHER ORDERED**, that the City Manager or designee is hereby authorized to execute whatever documents are necessary or convenient to effect the intent and purpose of this order.

**MEMORANDUM**  
**City Council Agenda Item**

**FROM:**

**DATE:** May 21, 2025

**SUBJECT:** 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

**SPONSOR:** The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

**(If sponsored by a Council committee, include the date the committee met and the results of the vote.)**

**COUNCIL MEETING DATE ACTION IS REQUESTED:**

**1st Reading**

**Final  
Action**

**Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.**

**Does this item involve a new contract with the City:**

**PRESENTATION:** Please list the presenter(s), type, and length of presentation

**I. SUMMARY**

**II. AGENDA DESCRIPTION**

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.

**III. BACKGROUND**

The machine can be projected on a floor, wall or table, there are over 160 games and comes with a catalog that is always expanding. Lucynt employs the thoughtful use of technology based on scientific research to create games that are beneficial to the cognitively impaired as well as caregivers and family members. Lucynt worked hand in hand with Gerontologists and caregivers to create games that offer fun, physical activity, and mental stimulation in a play-based environment filled with social interaction. This human experience with gaming technology has been scientifically proven to be extremely effective, and aims to improve the quality of life for all those that venture to play.

**IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED**

The Life Enrichment Department at the Barron Center consists of 6 employees, their experience with long term care is quite impressive, with degrees in Family Studies, Therapeutic Recreation, coursework in gerontology and certifications in dementia training, they are poised to offer state of the art programming that benefit our residents. The resident population at present consists of 108 residents with 66% of these having a diagnosis of Alzheimer's Disease or other type of dementia. The Life Enrichment staff of the Barron Center will be trained

to use this machine and program and will incorporate its use into our monthly calendar of activities. The residents of the Barron Center at present and in the future could benefit from this technology.

**V. FINANCIAL IMPACT**

N/A

**VI. STAFF ANALYSIS AND BACKGROUND**

Staff Analysis that will not appear in the Agenda Description.

**VII. RECOMMENDATION**

**VIII. LIST ATTACHMENTS**

1. Order - Accepting and Appropriating Lucynt Machine

Prepared by:

Date: 05/21/2025

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

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

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

**ORDER ACCEPTING AND APPROPRIATING A \$7,000 DONATION FROM THE  
MASONIC GRAND LODGE OF MAINE PORTLAND CHAPTER FOR A LUCYNT  
MACHINE AT THE BARRON CENTER**

**ORDERED,** that a donation of \$7,000 from Masonic Grand Lodge of Maine Portland Chapter is hereby accepted and appropriated to the Baron Center to purchase a Lucynt Machine; and

**BE IT FURTHER ORDERED,** that the City Manager or designee is hereby authorized to execute whatever documents are necessary or convenient to effect the intent and purpose of this Order.