

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)



MARK N. DION (5)
APRIL FOURNIER (A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

SPECIAL CITY COUNCIL MEETING - APRIL 11, 2022 AT 5:00 PM

The Portland City Council will hold a City Council Meeting in Council Chambers. The Honorable Kate Snyder, Mayor, will preside.

To submit written public comment on an agenda item, email publiccomment@portlandmaine.gov. Submissions must be received by 12:00 pm the day of 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).

REMOTE ACCESS INFORMATION:

The City Council will conduct this meeting from Council Chambers, located on the second floor of City Hall. The public may attend the meeting in person, however space in Council Chambers is limited. The public is therefore strongly encouraged to participate remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the [Agenda Center](#) following the meeting.

For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/82805568760?pwd=b3N6azJHZldnSVNSUXBvYU9mSzYxUT09>

Passcode: 535147

Or One tap mobile :

US: +19292056099,,82805568760#,,,,*535147# or +13017158592,,82805568760#,,,,*535147#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 828 0556 8760

Passcode: 535147

International numbers available: <https://portlandmaine-gov.zoom.us/j/kd9gKyJHVP>

PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

APPROVAL OF MINUTES OF PREVIOUS MEETING:

Approval of the Draft March 21, 2022 City Council Meeting Minutes

PROCLAMATIONS:

Proclamation 14-21/22 Recognizing April 11-15, 2022 as Community Development Week - Sponsored by Pious Ali, Councilor

Proclamation 15-21/22 Recognizing April 2022 as Genocide Awareness and Prevention Month - Sponsored by Pious Ali, Councilor

Proclamation 16-21/22 Recognizing April 2022 as Arab-American Heritage Month - Sponsored by Pious Ali, Councilor

Proclamation 17-21/22 recognizing April 10-16, 2022 as National Public Safety Telecommunicators Week - Sponsored by Kate Snyder, Mayor

APPOINTMENTS:

Order 183-21/22 Appointing Election Clerks for 2022 to 2024 - Sponsored by Katherine L. Jones, City Clerk

This order appoints the Election Clerks for a term beginning on May 1, 2022 and expiring on April 30, 2024. Please see the order for the list of names.

Five affirmative votes are required for passage after public comment.

Order 184-21/22 Appointing Wardens and Ward Clerks for the 2022-2023 Election Year - Sponsored by Katherine L. Jones, City Clerk

This order appoints Wardens and Ward Clerks for the 2022-2023 Election Year, and they are listed in the attachment.

Five affirmative votes are required for passage after public comment.

CONSENT ITEMS:

Order 185-21/22 Opening and Closing the Polls for June 14, 2022 Re: State and Local Elections - Sponsored by Katherine L. Jones, City Clerk

This order sets the time for opening and closing of the polls on June 14, 2022 for State and Local Elections. Pursuant to 21-A M.R.S., Section 626, the hour of poll opening must be set by the municipal officers. This is done for every election. The polls shall open at 7:00 a.m. and close at 8:00 p.m.

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

LICENSES:

Order 186-21/22 Granting Municipal Officers' Approval of LLULL LLC, dba Lady in the Moon. Application for Class III & IV FSE with Outdoor Dining on Public Property at 15 Monument Square - Sponsored by Danielle P. West, Interim City Manager

Application was filed on 3/11/22. New City and State applications. Location was previously Others Coffee Shop.

Five affirmative votes are required for passage after public comment.

Order 187-21/22 Granting Municipal Officers' Approval of Terrarium, LLC, dba Terrarium. Application for Class III & IV FSE with Outdoor Dining on Public Property at 98 Cross Street North - Sponsored by Danielle P. West, Interim City Manager

Application was filed on 3/11/22. New City and State applications. Location was previously Board and Brush.

Five affirmative votes are required for passage after public comment.

Order 188-21/22 Granting Municipal Officers' Approval of Man & Oak LLC, dba Man & Oak Bottle Club. Application for Bottle Club License at 44 Oak Street - Sponsored by Danielle P. West, Interim City Manager

Application was filed on 3/11/22. New City and State applications. Location was previously OM Yoga.

Five affirmative votes are required for passage after public comment.

Order 189-21/22 Granting Municipal Officers' Approval of Belleflower Brewing Company, LLC, dba Belleflower Brewing Company. Application for Outdoor Dining on Private Property at 66 Cove Street - Sponsored by Danielle P. West, Interim City Manager

Application was filed on 3/15/22. New City application. Owner currently holds B/W/D On Premise Consumption.

Five affirmative votes are required for passage after public comment

Order 190-21/22 Granting Municipal Officers' Approval of AMA, LLC, dba Hugo's, Eventide Oyster Co., Honey Paw. Application for Parklet Outdoor Dining at 86 Middle Street - Sponsored by Danielle P. West, Interim City Manager

Application was filed on 3/15/22. New City application. Owner currently holds a Class XI Restaurant/Lounge.

Five affirmative votes are required for passage after public comment

Order 191-21/22 Granting Municipal Officers' Approval of Duckfat Inc, dba Duckfat. Application for Parklet Outdoor Dining at 43 Middle Street - Sponsored by Danielle P. West, Interim City Manager

Application was filed on 3/14/22. New City application. Owner currently holds a Class III & IV FSE with Outdoor Dining on Public Property.

Five affirmative votes are required for passage after public comment

Order 192-21/22 Granting Municipal Officers' Approval of Miranda Restaurant Group LLC, dba Via Vecchia. Application for Parklet Outdoor Dining at 10 Dana Street - Sponsored by Danielle P. West, Interim City Manager

Application was filed on 3/14/22. New City application. Owner currently holds a Class XI Restaurant/Lounge.

Five affirmative votes are required for passage after public comment

Order 193-21/22 Granting Municipal Officers' Approval of Sophialk, dba Blue Spoon. Application for Parklet Outdoor Dining at 89 Congress Street - Sponsored by Danielle P. West, Interim City Manager

Application was filed on 3/11/22. New City application. Owner currently holds a Class I FSE.

Five affirmative votes are required for passage after public comment

Order 194-21/22 Granting Municipal Officers' Approval of Bailey Pickle LLC, dba Rosie's Restaurant and Pub. Application for Parklet Outdoor Dining at 330 Fore Street - Sponsored by Danielle P. West, Interim City Manager

Application was filed on 3/14/22. New City application. Owner currently holds a Class XI Restaurant/Lounge.

Five affirmative votes are required for passage after public comment

Order 195-21/22 Granting Municipal Officers' Approval of Highroller Lobster LLC, dba Highroller Lobster Co. Application for Parklet Outdoor Dining at 104 Exchange Street - Sponsored by Danielle West, Interim City Manager

Application was filed on 3/14/22. New City application. Owner currently holds a Class I FSE.

Five affirmative votes are required for passage after public comment

Order 196-21/22 Granting Municipal Officers' Approval of Sablage LLC, dba Gross Confection Bar. Applications for Outdoor Dining on Public Property and Parklet Outdoor Dining at 57 Exchange Street - Sponsored by Danielle P. West, Interim City Manager

Application was filed on 3/14/22. New City applications. Owner currently holds a Class I FSE.

Five affirmative votes are required for passage after public comment

Order 197-21/22 Granting Municipal Officers' Approval of Jing Yan LLC, dba Jing Yan. Application for Outdoor Dining on Public Property at 90 Congress Street - Sponsored by Danielle P. West, Interim City Manager

Application was filed on 3/7/22. New City applications. Owner currently holds a Class I FSE.

Five affirmative votes are required for passage after public comment

Order 198-21/22 Granting Municipal Officers' Approval of Newsapes Brewing Inc. dba Newsapes Brewing. Application for Class IV FSE with Outdoor Dining on Private Property and Combined Entertainment at 163 Washington Street - Sponsored by Danielle P. West, Interim City Manager

Application was filed on 3/14/22. New City and State applications.

Five affirmative votes are required for passage after public comment.

COMMUNICATIONS:

Com 15-21/22 In-Person/Hybrid Meeting Update - By Danielle P. West, Interim City Manager

Com 16-21/22 HHS Homelessness and Emergency Shelter Update - By Kristen Dow, Director of Health & Human Services

Com 17-21/22 Delay of City Manager's Recommended FY23 Budget to April 25 Council Meeting - By Danielle P. West, Interim City Manager

As communications these items require no public comment or formal Council action.

BUDGET ITEMS:

Order 199-21/22 Amending the Fiscal Year 2022 Appropriation Resolve Order 12-21/22 Regarding Additional General Assistance Expenditures - Sponsored by Danielle P. West, Interim City Manager

The City's FY22 Health and Human Services budget included approximately \$10M within the General Assistance Division. The City has received a massive influx of asylum seekers presenting in Portland over the last several months, who immediately request State of Maine General Assistance benefits. State of Maine General Assistance rules include requirements around emergency shelter.

Due to the challenges presented by COVID along with extremely limited emergency shelter options, the use of hotels for sheltering has become a regular part of City Health & Human Services operations. As of April 2022, the City has over 1,500 individuals being sheltered on a nightly basis in a variety of locations, including hotels. The expense of hotels has exceeded \$3,000,000 per month and may reach \$4,000,000 per month by the end of the fiscal year.

For FY22 only, the hotel expenses will be fully reimbursed. 70% will be reimbursed by the State of Maine General Assistance program and 30% by one time Federal Emergency Management Agency (FEMA) COVID funding (the 30% Federal reimbursement is currently set to expire on July 1, 2022). This agenda item increases the City's spending authority by \$20M for the current fiscal year by appropriating the \$20M of expected reimbursement from the State of Maine and FEMA.

This item must be read on two separate days. Staff is requesting that the second reading be waived, which requires seven affirmative votes. Staff also requests that this item be passed as an emergency. Seven votes are required for passage as an emergency following public comment.

Order 200-21/22 Receiving and Referring to the Finance Committee the Portland Board of Public Education's Fiscal Year 2023 Budget Estimate and Setting a Public Hearing Thereon - Sponsored by Danielle P. West, Interim City Manager

Under this order the City Council receives the Portland Board of Public Education's proposed Fiscal Year 2023 budget and refers it to the Finance Committee for review and recommendations. The Portland Board of Public Education took a final vote on the budget at its April 5, 2021 meeting. Portland Board of Public Education Chair Emily Figdor will present the school budget when this item is considered.

The first reading and public hearing of the Fiscal Year 2023 school budget will be held on Monday, May 2, 2022, during the City Council meeting.

The second reading, public hearing and City Council action on the school budget will take place Monday, May 16, 2022, during the City Council meeting.

Five affirmative votes are required for passage after public comment.

RESOLUTIONS:

Resolve 9-21/22 Adopting the 2022-2026 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan including Appropriations for Community Development Block Grant Program, HOME Program, and Emergency Solutions Grant Program and Approving a Substantial Amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan and Certifications Pertaining Thereto - Sponsored by Danielle P. West, Interim City Manager

The U.S. Department of Housing and Urban Development (HUD) requires that communities receiving HUD funding (CDBG, HOME, ESG) undertake a planning process every three to five years to review local affordable housing and community development needs. This process is designed to help communities develop priorities and multi-year goals in coordination with other community plans and resources to make a greater impact within the community.

The 5-Year Consolidated Plan will be submitted to HUD in May, 2022. The City Council approved the goals and priorities included in this plan at their meeting on October 4, 2021. The Annual Action Plan allocates a total estimated budget of \$6,005,657: including CDBG \$1,992,865, HOME, Program Income and Recapture \$1,239,554, ESG \$164,857, Downtown TIF \$120,000, Cotton St. proceeds \$20,000, Lead Safe Housing Program Income \$45,397, Jill C. Duson Housing Trust Fund \$2,172,194. In addition, a substantial amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan will re-program CARES Act funding from CDBG-CV3 \$124,669 and ESG-CV2 funding \$126,121.

The Housing & Economic Development Committee voted (3-0 Zarro absent) to recommend approval of the Housing Program Budget on February 2, 2022. The Emergency Shelter Assessment Committee (ESAC) voted to recommend approval of the ESG budget at their March 17, 2022 meeting.

This item must be read on two separate days. It received its first reading on March 21,

2022. Five affirmative votes are required for passage after public comment. This item will also receive two public hearings. This is its second public hearing.

Written Public Comment on Resolve 9-21/22

Resolve 10-21/22 Approving the City Council Rules of Procedure - Sponsored by the Rules Committee, Councilor Andrew Zarro, Chair

The City Council Rules Committee has met regularly since January 24, 2022 to review the rules and make recommended changes. On March 7, 2022, the committee voted 4-0 to recommend passage of the rule changes presented in this item.

Among the rule changes it unanimously approved was a revision to Rule 32, Section 5, requiring persons offering public comment to identify themselves with a first and last name and city of residence and/or Council district. Rule 32 was updated to replace the word "scurrilous" with "abusive or disrespectful." In Rule 19 the word "majority" was replaced by "the prevailing side" for the sake of clarity and best practice under Robert's Rules. Rule 22 revisions would allow a councilor to sit after being recognized before speaking.

In a second vote, the Committee recommended that the full Council consider a change to the timing of public comment on un-agenda items. The Committee was generally in agreement that the 6:00 start time can be cumbersome for the Council and members of the public, alike. The Committee was divided, however, on whether taking comment at start of the meeting or the end is best.

This item must be read on two separate days. It received its first reading on March 21, 2022. Five affirmative votes are required for passage after public comment.

Written Public Comment on Resolve 10-21/22

UNFINISHED BUSINESS:

Order 182-21/22 Approving the Agreement between the Maine Department of Transportation and the City of Portland Re: State Street Paving - Sponsored by Danielle P. West, Interim City Manager

This project is part of the State Municipal Partnership Initiative (MPI) Program; the City administers the project and receives a portion of funding from the State. By signing the partnership agreement, the City may proceed with the project to pave State Street and the Maine Department of Transportation is obligated to pay \$335,000 and the City to pay the City share, estimated to be \$630,000. The project scope includes a 2-inch mill and fill, curb work, sidewalk work, ADA ramp reconstruction, and re-striping after final paving.

This item must be read on two separate days. It received its first reading on March 21, 2022. Five affirmative votes are required for passage after public comment.

6:00 P.M. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS:

ADJOURNMENT:

**CITY OF PORTLAND
IN THE CITY COUNCIL**

**PROCLAMATION RECOGNIZING APRIL 11-15, 2022 AS
NATIONAL COMMUNITY DEVELOPMENT WEEK**

WHEREAS, the week of April 11-15, 2022 has been designated as National Community Development Week by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) Program; and

WHEREAS, the CDBG Program provides annual funding and flexibility to local communities to provide decent, safe and affordable housing, a suitable living environment, and economic opportunities to low and moderate income people; and

WHEREAS, over the past three years, this community has received a total of \$5,775,083 in CDBG funds and has funded numerous projects that have directly benefited Portland's residents and neighborhoods; and

WHEREAS, HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low income households, and its flexibility empowers people and communities to design and implement strategies tailored to their own needs and priorities; and

WHEREAS, over the past three years Portland has received a total of \$3,065,411 in HOME funds and has funded a variety of housing development projects that have directly benefited residents and neighborhoods in Portland and throughout Cumberland County;

NOW, THEREFORE, BE IT RESOLVED, that I, Kate Snyder, Mayor of the City of Portland, Maine and members of the City Council do hereby recognize the week of April 11-15, 2022, as National Community Development Week in support of these valuable programs that have made tremendous contributions to the viability of housing stock, infrastructure, public services, and the economic wellbeing of our community.

BE IT FURTHER RESOLVED, that the Portland City Council urges Congress and the Biden Administration to recognize the outstanding work being done locally and nationally with CDBG and HOME by supporting increased funding for these programs in the Federal Fiscal Year 2023.

Signed and sealed this 11th day of April, 2022



Kate Snyder, Mayor

City of Portland

**CITY OF PORTLAND
IN THE CITY COUNCIL**

**PROCLAMATION RECOGNIZING APRIL 2022 AS
GENOCIDE PREVENTION AND AWARENESS MONTH**

- WHEREAS,** genocide is a human tragedy inspired by the most repugnant elements of hatred, intolerance and inhumanity and;
- WHEREAS,** Article II of the United Nations Genocide Convention contains a narrow definition of the crime of genocide, which includes a *mental element* ("intent to destroy, in whole or in part, a national, ethnical, racial or religious group, as such") and a *physical element* killing members of the group, causing serious bodily or mental harm to members of the group, deliberately inflicting on the group conditions of life calculated to bring about its physical destruction in whole or in part, imposing measures intended to prevent births within the group, and forcibly transferring children of the group to another group); and
- WHEREAS,** for decades campaigns of dislocation and murder have been used with a clear and ultimate purpose: to annihilate an 'other' race, religion, or ethnic minority through coordinated massacre; and
- WHEREAS,** as a result of genocide, millions of people, adults and children alike, have been murdered, had their cultural identities stolen, or experienced forced relocation; and
- WHEREAS,** by recognizing, remembering, and educating ourselves on past and ongoing instances of genocide we help protect historic memory, ensure that similar atrocities do not occur again, and remain vigilant against hatred, persecution, and tyranny; and
- WHEREAS,** residents are becoming informed as to the causes and effects of genocide, as well as the ramifications of these tragedies in our shared human history on the generations of people descended from survivors of genocide, and those impacted by genocide today; and
- WHEREAS,** the month of April is designated as Genocide Awareness and Prevention Month in recognition of the many genocides which have occurred or begun in the month of April, so that all members of the human family may preserve the memory of victims, honor survivors, and stand together in opposition to the possibility of future genocide by fostering peaceful coexistence between diverse communities;
- NOW, THEREFORE, BE IT RESOLVED,** that I, Kate Snyder, Mayor of the City of Portland, Maine and members of the City Council do hereby recognize April 2021 as Genocide Awareness and Prevention Month in the city of Portland, Maine and invite the residents of Portland to commemorate this solemn observance, and recognize how much more we must do in the struggle against these unthinkable crimes against humanity.

Signed and sealed this 11th day of April, 2022


**Kate Snyder, Mayor
City of Portland**

**CITY OF PORTLAND
IN THE CITY COUNCIL**

PROCLAMATION RECOGNIZING APRIL 2022 AS ARAB AMERICAN HERITAGE MONTH

- WHEREAS,** Arab Americans have been an integral part of this country since they began migrating to the United States in the late 1800s in search of political, economic and religious freedoms; and
- WHEREAS,** people of Arab descent have shared their rich culture and traditions with neighbors while leading in their communities as model citizens and public servants; and
- WHEREAS,** Arab Americans brought with them resilience, a strong work ethic, dedication to education, and religious diversity which strengthen our great democracy; and
- WHEREAS,** the many Arab Americans living in Portland are a vital and valued part of the community, making significant contributions to academia, business, medicine and social justice and contributing to making our state and city a better place to live; and
- WHEREAS,** the history and contributions of Arab Americans in the U.S. are often obscured by misconceptions, bigotry, and anti-Arab discourse, with challenges faced by the Arab American community, including civil rights abuses, bullying, and harmful stereotyping not receiving meaningful attention or effective redress; and
- WHEREAS,** it is crucial that the heritage and culture of our Arab-American community members are publicly recognized and celebrated in order to ensure inclusion and equality for all people in our city;
- NOW, THEREFORE, BE IT RESOLVED,** that I, Kate Snyder, Mayor of the City of Portland, Maine and members of the City Council do hereby recognize April 2022 as Arab American Heritage Month in the city of Portland, Maine and invite citizens of Portland to celebrate the many accomplishments and rich history of our Arab American neighbors that add to the diversity, strength, and vibrance of this City.

Signed and sealed this 11th day of April, 2022



**Kate Snyder, Mayor
City of Portland**

**CITY OF PORTLAND
IN THE CITY COUNCIL**

**PROCLAMATION RECOGNIZING APRIL 10-16, 2022 AS
NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK**

- WHEREAS,** emergencies that require police, fire or emergency medical services can occur at any time; and
- WHEREAS,** when an emergency occurs, the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and
- WHEREAS,** the safety and responsiveness of Portland's police officers and firefighters is dependent upon the quality and accuracy of information obtained from residents who telephone the emergency communications center that serves the Portland, South Portland and Cape Elizabeth, Maine communities; and
- WHEREAS,** Public Safety Telecommunicators are the first and most critical contact our residents have with emergency services; and
- WHEREAS,** Public Safety Telecommunicators are a critical and vital link for our police officers and firefighters by monitoring their activities by radio, providing them with timely information, and ensuring their safety; and
- WHEREAS,** Public Safety Telecommunicators of the Portland Regional Communications Center have contributed substantially to the protecting the public health, safety, and welfare of our community by facilitating the report of crimes, concerns about community members' welfare, treatment of medical emergencies, apprehension of criminals and suppression of fires all while exhibiting compassion, understanding, and professionalism in the course of their work;
- NOW, THEREFORE, BE IT RESOLVED,** that I, Kate Snyder, Mayor of the City of Portland, Maine and members of the City Council do hereby recognize the week of April 10 through 16, 2022 as National Public Safety Telecommunicators Week in the City of Portland in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Signed and sealed this 11th day of April, 2022



**Kate Snyder, Mayor
City of Portland**

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 15, 2022

SUBJECT: Order 183-21/22 Appointing Election Clerks for 2022 to 2024 - Sponsored by Katherine L. Jones, City Clerk

SPONSOR: Katherine L. Jones, City Clerk

(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

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

I. SUMMARY

II. AGENDA DESCRIPTION

This order appoints the Election Clerks for a term beginning on May 1, 2022 and expiring on April 30, 2024. Please see the order for the list of names.

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. Appointing election clerks May 2022 to April 2024 4.11.2022
2. Appointing Elections Clerks for 2022-2024
3. Election Clerks 2022-2024
4. Additional list of Election Clerks 2022-2024

Prepared by:

Date: 03/15/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

ORDER APPOINTING ELECTION CLERKS FOR 2022 TO 2024

ORDERED, that the persons on the attached list are hereby appointed as Election Clerks for a term beginning on May 1, 2022 and expiring April 30, 2024.

LAST NAME	FIRST NAME	CITY	STATE	POLITICAL PARTY
Abercrombie	Susan	Portland	ME	Republican
Albert	Linda	Freeport	ME	Democrat
Algeo	Ben	Portland	ME	Democrat
Allen	Lisa	Portland	ME	Democrat
Amabile	Donna	Portland	ME	Green Independent
Amoroso	Marilyn	Gorham	ME	Republican
Anderson	Mary	Peaks Island	ME	Democrat
Anderson	Kerry	Portland	ME	Democrat
Angelone	Jennifer	Portland	ME	Democrat
Ardell	Randall	S Portland	ME	Democrat
Atkinson	Donald	Portland	ME	Democrat
Atkinson	Linda	Portland	ME	Democrat
Babcock	Benjamin	Portland	ME	Democrat
Backer	Louise	Portland	ME	Democrat
Baker	Harlan	Portland	ME	Democrat
Barbour	Martha	Portland	ME	Democrat
Barnard	Amy	Westbrook	ME	Democrat
Barrieau	Therese	Portland	ME	Republican
Barrington	Leonard	Falmouth	Me	Democrat
Baxley	Barbara	Portland	ME	Democrat
Beck	Janyce	Peaks Island	Me	Democrat
Benavides	Julie	Yarmouth	ME	Democrat
Benedetti	Elaine	Portland	ME	Democrat
Beote	Amy	S Portland	ME	Green Independent
Bileck	Liddy	Portland	ME	Democrat
Bird	Sarah	Yarmouht	ME	Democrat
Blais	James	Westbrook	ME	Democrat
Braden	Sandra	Portland	ME	Democrat
Bray	Mackenzie	Portland	ME	Democrat
Brigitte	Kunz	Portland	ME	Democrat
Brockman	Lucille	Gorham	ME	Unenrolled
Brooks	Sandra	Portland	ME	Republican
Brown	Maya	Portland	ME	Democrat
Butler	Catherine	Portland	ME	Democrat
Caiola	Jacqueline	Portland	ME	Unenrolled
Casey	Kelly	Portland	ME	Democrat
Castle	Paul	Peaks Island	ME	Republican
Castleman	Anna	Cape Elizabeth	ME	Democrat
Chandler	Anita	Portland	ME	Democrat
Charles	Jeanne	Portland	ME	Democrat
Charles	Nora	Portland	ME	Democrat
Chase	Aron	Portland	ME	Democrat
Chasse	Patricia	Portland	ME	Democrat
Chessin	Paula	Peaks Island	ME	Democrat
Christen	Samantha	Portland	ME	Unenrolled

Christianson	Kyle	Portland	ME	Republican
Church	Lauren	Portland	ME	Democrat
Cilley	Roger	Portland	ME	Democrat
Clark	Mark	Portland	ME	Democrat
Coggins	Laurie	Portland	ME	Democrat
Colby	Lynn	Portland	ME	Republican
Cole	Jack	Portland	ME	Democrat
Collins	Charles	Portland	ME	Democrat
Conley	Margo	Portland	ME	Democrat
Conroy	Anne	Portland	ME	Democrat
Cook	Wanda	S Portland	ME	Republican
Cox	Alex	Portland	ME	Democrat
Cox	Claire	Portland	ME	Democrat
Coyne	Jo	Portland	ME	Democrat
Crabbill	Kim	Portland	ME	Democrat
Crabtree	Brian	Portland	ME	Democrat
Cravinho	Albert	Westbrook	ME	Democrat
Czekanski	Kevin	Portland	ME	Unenrolled
Dale	William	Portland	ME	Democrat
Danahy	Michael	Portland	ME	Democrat
DeAngelo	Dominick	Peaks Island	ME	Republican
Deegan	Katherine	Portland	ME	Democrat
DeMaynadieer	Travis	Portland	ME	Democrat
Deroche	Adonlie	Portland	ME	Democrat
Devries	Claire	Peaks Island	ME	Democrat
Diamond	Debra	Portland	ME	Democrat
Diller	Amy	Portland	ME	Democrat
Diller	Claudia	Portland	ME	Democrat
DiPaolo	Timothy	Portland	ME	Democrat
Dominak	Monica	Portland	ME	Democrat
Dongo	Geraldine	Portland	ME	Democrat
Donovan	Teresa	Portland	Me	Democrat
Dooley	William	Portland	ME	Democrat
Dubois	Paul	Portland	ME	Unenrolled
Duffett	Deborah	Portland	ME	Democrat
Elliman	Tom	Portland	ME	Republican
Elliott	Catherine	Portland	ME	Democrat
Engstrom	Kelcy	Portland	ME	Democrat
Erkkinen	Porter	Yarmouth	ME	Republican
Esposito	Sally	Portland	ME	Democrat
Falk	James	Gorham	ME	Republican
Falk	Judith	Gorham	Me	Republican
Farina	Lauren	Portland	ME	Democrat
Farneth	Sarah (Sally)	Portland	ME	Democrat
Farr	Janet	Westbrook	ME	Green Independent
Fineberg	Jill	Portland	ME	Democrat
Fischer	Virginia	Portland	ME	Unenrolled

Flaherty	Susan	Portland	ME	Democrat
Frnak	Halsey	Portland	ME	Republican
Freeman	Elizabeth	Poprtland	ME	Democrat
Garfield	Susan	Portland	ME	Democrat
Garnett	Weylin	Portland	ME	Democrat
Garrand	Brenda	Portland	ME	Republican
Gaughan	Beth	Portland	ME	Democrat
Getz	William	Portland	ME	Democrat
Getz	Rachel	Portland	ME	Democrat
Glass	Jane	Portland	ME	Democrat
Golan	Aviva	Peaks Island	ME	Democrat
Goodwin	Lynne	Portland	ME	Republican
Goss	Pauline	Portland	ME	Republican
Graef	Rosanne	Portland	ME	Unenrolled
Graef	Steven	Portland	ME	Unenrolled
Graffam	Robin	Scarborough	ME	Democrat
Graham	Wendy	Portland	ME	Democrat
Green	Claudette	Portland	ME	Green Independent
Guy	Beth	Portland	ME	Republican
Hager	Eric	Portland	ME	Democrat
Hall	Christine	Portland	ME	Democrat
Halversen	Darcy	South Portland	ME	Democrat
Haney	Regina	Portland	ME	Democrat
Hannington	Lucinda	Portland	ME	Democrat
Harding	Alicia	Portland	ME	Democrat
Hartley	Kimberly	Portland	ME	Democrat
Hatch	Clifford	Portland	ME	Republican
Hayden	Carol	Portland	ME	Democrat
Hays	Pamela	Portland	ME	Republican
Henckel	Paula	Portland	ME	Democrat
Higgins	Cheryl	Peaks Island	ME	Unenrolled
Hirsch	Alan	Portland	ME	Democrat
Hirsch	Geraldine	Portland	ME	Democrat
Hodson	Caroline	Portland	ME	Democrat
Hoglund	Helen	Portland	ME	Republican
Holmes	Eva	Portland	ME	Democrat
Holmes	Leslie	Portland	ME	Republican
Holtslander	Linda	Peaks Island	ME	Democrat
Hopkins	Susan	Westbrook	ME	Green Independent
Hoppin	Barbara	Peaks Island	ME	Democrat
Hoppin	Christopher	Peaks Island	ME	Republican
Hosmer	Matthew	Portland	ME	Unenrolled
Howland	Daphne	Portland	ME	Democrat
Hughes	Robert	Portland	ME	Republican
Hummel	Carrie	Portland	ME	Democrat
Hunter	Leila	Portland	ME	Democrat
Hutchins	Carol	Portland	ME	Republican

Huthcins	Richard	Portland	ME	Democrat
Iezzi	Cynthia	Portland	ME	Republican
Intharakunha	Panithida	Portland	ME	Unenrolled
Jenksin	Chrisotpher	Peaks Island	ME	Unenrolled
Jennings	Lynn	Portland	ME	Democrat
Johnson	Bessie (Betty)	Portland	ME	Republican
Jones	Donna	Portland	ME	Democrat
Jordan	Allyson	Portland	ME	Republican
Jordan	Brenda	Portland	ME	Green Independent
Jordan	Deborah	Peaks Island	ME	Democrat
Julio	Richard	Portland	ME	Unenrolled
Kachmar	James	S Portland	ME	Republican
Kalahar	Tyler	POrtland	ME	Democrat
Kandolo	Arnold	Portland	ME	Unenrolled
Karczewski	Anne	POrtland	ME	Democrat
Karp	Bobbette	POrtland	ME	Republican
Katsiaficas	Donna	Portland	ME	Republican
Katsiaficas	James	Portland	ME	Republican
Keating	Thomas	Portland	ME	Democrat
Kellermann	Solange	Portland	ME	Democrat
Kelly	Steven	Portland	ME	Democrat
Kenny	Russell	Portland	ME	Republican
Keppel	Barbara	Portland	ME	Democrat
King	Phil	S Portland	ME	Unenrolled
Knight	Joy	S Portland	ME	Democrat
Kordick	Jenny	Peaks Island	ME	Democrat
Koster	Jean	Portland	ME	Unenrolled
Krementz	Elizabeth	Portland	ME	Republican
Krinsky	Joy	Portland	ME	Democrat
Lacasse	David	Portland	ME	Democrat
Lamontagne	Marc	Portland	ME	Republican
Large	Suelle	Portland	ME	Democrat
Lemieux	Pamela	Portland	ME	Democrat
Lestrade	Dara	Portland	ME	Democrat
LeVasseur	Ingrid	Windham	ME	Republican
Lheureux	Estelle	Portland	ME	Democrat
Lichter	Paul	Portland	ME	Democrat
Lindgren	Samantha	Portland	ME	Democrat
Littlefield	Patricia	Portland	ME	Democrat
Lovley	Pamela	Portland	ME	Democrat
Lucas	Philip	Portland	ME	Democrat
Lundborg	Linda	Falmouth	ME	Democrat
Lunt	Sarah	S Portland	ME	Democrat
MacDaniels	Wendy	Portland	ME	Green Independent
MacDonald	Laurie	Peaks Island	ME	Green Indeppendan
MacIsaac	Kimberly	Peaks Island	ME	Unenrolled
MacIsaac	Phyllis	Peaks Island	ME	Republican

Magnuson	Elise	Portland	ME	Democrat
Mailman	Suzanne	Portland	ME	Republican
Malachowski	Rosemary	Portland	ME	Democrat
Maloney	Ann	Portland	ME	Republican
Manter	Sandra	Portland	ME	Democrat
Markushewski	Lisa	Falmouth	ME	Democrat
Marley	Parker	Portland	ME	Democrat
Martin	Nathaniel	Portland	ME	Democrat
Martin	Samuel	Portland	ME	Democrat
McCarthy Mars	Nancy	Cape Elizabeth	ME	Democrat
McCarty	Katherine	Portland	ME	Democrat
McCloskey	Susan	Portland	ME	Democrat
McConnell	David	Falmouth	ME	Unenrolled
McCoy	Deborah	Portland	ME	Democrat
Mcdonald	Rachel		ME	Democrat
McKenney	John	Portland	ME	Unenrolled
McLaughlin	Kimberly	Yarmouth	ME	Democrat
McManamy	Jean	Portland	ME	Democrat
McMillan	Susan	Portland	ME	Democrat
Merrill	Sherwood	Westbrook	ME	Republican
Meister	Sandra	Portland	ME	Democrat
Metcalf	Margaret	Portland	Me	Unenrolled
Miller	Nina	Portland	ME	Democrat
Miller	Susan	Portland	Me	Democrat
Molloy	Rita	So. Portland	ME	Democrat
Moody Robert	Elise	Portland	ME	Democrat
More	Abigail	Portland	ME	Democrat
Morrow-Spitze	Jacob	Portland	ME	Democrat
Naqui	Munira	Portland	ME	Unenrolled
Newsome	Melissa	Portland	ME	Green Independent
Nobbe	Amanda	Portland	ME	Democrat
Nord	Julia	Peaks Island	ME	Unenrolled
Nylen	Carol	Portland	ME	Democrat
O'Connor	Mackenzie	Portland	ME	Democrat
O'Brien/Hart	Johannah	Portland	ME	Democrat
Orr	Oliva	Portland	ME	Democrat
Palmer	Christine	Portland	ME	Democrat
Parker	Nancy	Portland	ME	Democrat
Pastore	Susan	Portland	ME	Democrat
Patefield	James	Portland	Me	Democrat
Payne	Gregory	Portland	ME	Democrat
Peaslee	Susan	Peaks Island	ME	Unenrolled
Pelletier	Wesley	Portland	ME	Democrat
Peloquin	Jodi	Portland	ME	Democrat
Perham	Carole	Portland	ME	Democrat
Perrier	Patricia	Portland	ME	Democrat

Perry	Barbara	Peaks Island	ME	Democrat
Pickering	Carol	Portland	ME	Democrat
Pickering	John	Portland	ME	Green Independent
Posey	Samantha	Portland	ME	Unenrolled
Powers	Kathleen	Portland	ME	Unenrolled
Quinn	Lisa	Portland	ME	Unenrolled
Raia	Salvatore	Portland	ME	Republican
Rainbow	Elizabeth	Portland	ME	Democrat
Ramirez	Maya	Portland	ME	Democrat
Rand	Catherine	Portland	ME	Green Independent
Rand	Patricia	Falmouth	ME	Democrat
Reames	Phyllis	Portland	ME	Green Independent
Reardon	Betsy	Portland	ME	Unenrolled
Remage-Healey	Elizabeth	Peaks Island	ME	Democrat
Rhoads	Dyer	Portland	ME	Democrat
Rich	Penny	Portland	ME	Democrat
Richman	Aidan	Portland	ME	Democrat
Riley	Joyce	Portland	ME	Democrat
Roak	Catherine	Portland	ME	Democrat
Robins	Molly	Portland	ME	Democrat
Robins	Suzanne	Portland	ME	Democrat
Rodney	Brian	Portland	ME	Democrat
Rodney	Dorothy	Portland	ME	Democrat
Rogers	Stephen	Westbrook	ME	Republican
Ross	Claire	Portland	ME	Unenrolled
Saffair	Jo.D.	Portland	ME	Democrat
Sanborn	Eileen	Portland	ME	Democrat
Sarno	Sophia	Falmouth	ME	Democrat
Savage	Bruce	Portland	ME	Republican
Schaberg	John	Portland	ME	Democrat
Scher	Reid	Windham	ME	Democrat
Sciaccia	Morgan	Portland	ME	Unenrolled
Shea	Alice	Portland	ME	Democrat
Sherwood	Paul	Falmouth	ME	Republican
Shmitt	Sarah	Portland	ME	Democrat
Smith	Judith	Portland	ME	Democrat
Smith	Robert	Portland	ME	Democrat
Smyth	Craig	Portland	ME	Republican
Smyth	Deborah	Portland	ME	Republican
Somers	Fredrick	Peaks Island	ME	Democrat
Somma	Rudolph	Portland	ME	Republican
Soule	George	Portland	ME	Democrat
Spring	Frank	Portland	ME	Republican
Stanley	Gwendlyn (W	Portland	ME	Democrat
Stanley	Margaret	Portland	ME	Democrat
Stickney	Holly	S Portland	ME	Democrat

Stolpman	Lois	Portland	ME	Democrat
Stone	Helaine	Portland	ME	Democrat
Stuart	Erlene	Portland	ME	Republican
Sullivan	Caitlin	POrtland	ME	Democrat
Sunday	Brenda	Portland	ME	Democrat
Swan	Deborah	Portland	ME	Democrat
Swanton	Jeanne	Portland	ME	Democrat
Szalajeski	Karen	Portland	ME	Democrat
Szalajeski	Pamela	Portland	ME	Republican
Tanguay	Heather	Portland	ME	Democrat
Thorton	Elaine	Portland	ME	Democrat
Tiffany	Robert	Peaks Island	ME	Democrat
Tinkle	Shana	Portland	ME	Democrat
Tisdale	Stuart	Portland	ME	Republican
Toppi	Kimberly	Portland	ME	Democrat
Tragler	Edward	Scarborough	Me	Republican
Troop	Meryl	Portland	ME	Democrat
Treat	Carolyn	Portland	ME	Democrat
Uminski	John	Falmouth	ME	Republican
Veilleux	Carol	Portland	ME	Democrat
Venno	Nathan	Portland	ME	Democrat
Wagner	Karin	Portland	ME	Democrat
Walker	Donna	Portland	ME	Republican
Wall	Emily	Portland	ME	Democrat
Walsh	Judith	Peaks Island	ME	Democrat
Waterman	Beverly	Portland	ME	Republican
waters	Elizabeth	Portland	ME	Democrat
Webster	Priscilla	Peaks Island	ME	Democrat
Webster-Querr	Barbara	Portland	ME	Democrat
Wells	Louisa	Portland	ME	Democrat
Westburg	Karen	Portland	ME	Democrat
Whitney	Mark	POrtland	Me	Republican
Whynot	Eileen	Gorham	ME	Democrat
Williams	Mary	South Portland	ME	Democrat
Witkowski	Robert	Portland	ME	Republican
Witkowski	Samantha	Portland	ME	Republican
Woodbury	Sarah	South Portland	ME	Democrat
Woodcock	Margaret	Scarborough	ME	Unenrolled
Zalweksi	Patricia	South Portland	ME	Democrat

Last	First	Party	Phone Number
Azevedo	Celina	D	!
Babkirk	Douglas	D	!
Baker	Harlan	D	!
Bigelman	Louise	D	!
Comaskey	Lucy	D	!
Cook	Susan	D	!
Dorias	Craig	D	!
Dudley	Andrea	D	!
Garcia	Luis	D	!
Gilfenbaum	Sara	D	!
Gilhooly	Kym	D	!
Hennig	Ruth	D	!
Hey	Christine	D	!
Humphrey	Allyson	D	!
Kayatta	Jo-Ann	D	!
Kenway	Alison	D	!
Malia	Jeanne	D	!
Mathieu	Philip	D	!
Miller	Marilyn	D	!
Mobsby	Sarah	D	!
Morrell	Julia	D	!
Mulkern	Linda	D	!
Myer	Jessica	D	!
Neal	Susan	D	!
Pettee	Robert	D	!
Prosienski	Lisa	D	!
Scruggs	Catharine	D	!
Seidman	Ellen	D	!
Siebert	Lucas	D	!
Snell	Elisabeth	D	!
Somers	Frederick	D	!
Sprague	Gail	D	!
Sprague	Patricia	D	!
Trott	Jonathan	D	!
Vermilion	Christophe	D	!
Washburn	Patricia	D	!

Office of the City Clerk
Katherine Jones
City of Portland City Clerk
February 23, 2022



LAST NAME	FIRST NAME	CITY	STATE	POLITICAL PARTY
Abercrombie	Susan	Portland	ME	Republican
Albert	Linda	Freeport	ME	Democrat
Algeo	Ben	Portland	ME	Democrat
Allen	Lisa	Portland	ME	Democrat
Amabile	Donna	Portland	ME	Green Independent
Amoroso	Marilyn	Gorham	ME	Republican
Anderson	Mary	Peaks Island	ME	Democrat
Anderson	Kerry	Portland	ME	Democrat
Angelone	Jennifer	Portland	ME	Democrat
Ardell	Randall	S Portland	ME	Democrat
Atkinson	Donald	Portland	ME	Democrat
Atkinson	Linda	Portland	ME	Democrat
Babcock	Benjamin	Portland	ME	Democrat
Backer	Louise	Portland	ME	Democrat
Baker	Harlan	Portland	ME	Democrat
Barbour	Martha	Portland	ME	Democrat
Barnard	Amy	Westbrook	ME	Democrat
Barrieau	Therese	Portland	ME	Republican
Barrington	Leonard	Falmouth	Me	Democrat
Baxley	Barbara	Portland	ME	Democrat
Beck	Janyce	Peaks Island	Me	Democrat
Benavides	Julie	Yarmouth	ME	Democrat
Benedetti	Elaine	Portland	ME	Democrat
Beote	Amy	S Portland	ME	Green Independent
Bileck	Liddy	Portland	ME	Democrat
Bird	Sarah	Yarmouht	ME	Democrat
Blais	James	Westbrook	ME	Democrat
Braden	Sandra	Portland	ME	Democrat
Bray	Mackenzie	Portland	ME	Democrat
Brigitte	Kunz	Portland	ME	Democrat
Brockman	Lucille	Gorham	ME	Unenrolled
Brooks	Sandra	Portland	ME	Republican
Brown	Maya	Portland	ME	Democrat
Butler	Catherine	Portland	ME	Democrat
Caiola	Jacqueline	Portland	ME	Unenrolled
Casey	Kelly	Portland	ME	Democrat
Castle	Paul	Peaks Island	ME	Republican
Castleman	Anna	Cape Elizabeth	ME	Democrat
Chandler	Anita	Portland	ME	Democrat
Charles	Jeanne	Portland	ME	Democrat
Charles	Nora	Portland	ME	Democrat
Chase	Aron	Portland	ME	Democrat
Chasse	Patricia	Portland	ME	Democrat
Chessin	Paula	Peaks Island	ME	Democrat
Christen	Samantha	Portland	ME	Unenrolled

Christianson	Kyle	Portland	ME	Republican
Church	Lauren	Portland	ME	Democrat
Cilley	Roger	Portland	ME	Democrat
Clark	Mark	Portland	ME	Democrat
Coggins	Laurie	Portland	ME	Democrat
Colby	Lynn	Portland	ME	Republican
Cole	Jack	Portland	ME	Democrat
Collins	Charles	Portland	ME	Democrat
Conley	Margo	Portland	ME	Democrat
Conroy	Anne	Portland	ME	Democrat
Cook	Wanda	S Portland	ME	Republican
Cox	Alex	Portland	ME	Democrat
Cox	Claire	Portland	ME	Democrat
Coyne	Jo	Portland	ME	Democrat
Crabbill	Kim	Portland	ME	Democrat
Crabtree	Brian	Portland	ME	Democrat
Cravinho	Albert	Westbrook	ME	Democrat
Czekanski	Kevin	Portland	ME	Unenrolled
Dale	William	Portland	ME	Democrat
Danahy	Michael	Portland	ME	Democrat
DeAngelo	Dominick	Peaks Island	ME	Republican
Deegan	Katherine	Portland	ME	Democrat
DeMaynadieer	Travis	Portland	ME	Democrat
Deroche	Adonlie	Portland	ME	Democrat
Devries	Claire	Peaks Island	ME	Democrat
Diamond	Debra	Portland	ME	Democrat
Diller	Amy	Portland	ME	Democrat
Diller	Claudia	Portland	ME	Democrat
DiPaolo	Timothy	Portland	ME	Democrat
Dominak	Monica	Portland	ME	Democrat
Dongo	Geraldine	Portland	ME	Democrat
Donovan	Teresa	Portland	Me	Democrat
Dooley	William	Portland	ME	Democrat
Dubois	Paul	Portland	ME	Unenrolled
Duffett	Deborah	Portland	ME	Democrat
Elliman	Tom	Portland	ME	Republican
Elliott	Catherine	Portland	ME	Democrat
Engstrom	Kelcy	Portland	ME	Democrat
Erkkinen	Porter	Yarmouth	ME	Republican
Esposito	Sally	Portland	ME	Democrat
Falk	James	Gorham	ME	Republican
Falk	Judith	Gorham	Me	Republican
Farina	Lauren	Portland	ME	Democrat
Farneth	Sarah (Sally)	Portland	ME	Democrat
Farr	Janet	Westbrook	ME	Green Independent
Fineberg	Jill	Portland	ME	Democrat
Fischer	Virginia	Portland	ME	Unenrolled

Flaherty	Susan	Portland	ME	Democrat
Frnak	Halsey	Portland	ME	Republican
Freeman	Elizabeth	Poprtland	ME	Democrat
Garfield	Susan	Portland	ME	Democrat
Garnett	Weylin	Portland	ME	Democrat
Garrand	Brenda	Portland	ME	Republican
Gaughan	Beth	Portland	ME	Democrat
Getz	William	Portland	ME	Democrat
Getz	Rachel	Portland	ME	Democrat
Glass	Jane	Portland	ME	Democrat
Golan	Aviva	Peaks Island	ME	Democrat
Goodwin	Lynne	Portland	ME	Republican
Goss	Pauline	Portland	ME	Republican
Graef	Rosanne	Portland	ME	Unenrolled
Graef	Steven	Portland	ME	Unenrolled
Graffam	Robin	Scarborough	ME	Democrat
Graham	Wendy	Portland	ME	Democrat
Green	Claudette	Portland	ME	Green Independent
Guy	Beth	Portland	ME	Republican
Hager	Eric	Portland	ME	Democrat
Hall	Christine	Portland	ME	Democrat
Halversen	Darcy	South Portland	ME	Democrat
Haney	Regina	Portland	ME	Democrat
Hannington	Lucinda	Portland	ME	Democrat
Harding	Alicia	Portland	ME	Democrat
Hartley	Kimberly	Portland	ME	Democrat
Hatch	Clifford	Portland	ME	Republican
Hayden	Carol	Portland	ME	Democrat
Hays	Pamela	Portland	ME	Republican
Henckel	Paula	Portland	ME	Democrat
Higgins	Cheryl	Peaks Island	ME	Unenrolled
Hirsch	Alan	Portland	ME	Democrat
Hirsch	Geraldine	Portland	ME	Democrat
Hodson	Caroline	Portland	ME	Democrat
Hoglund	Helen	Portland	ME	Republican
Holmes	Eva	Portland	ME	Democrat
Holmes	Leslie	Portland	ME	Republican
Holtslander	Linda	Peaks Island	ME	Democrat
Hopkins	Susan	Westbrook	ME	Green Independent
Hoppin	Barbara	Peaks Island	ME	Democrat
Hoppin	Christopher	Peaks Island	ME	Republican
Hosmer	Matthew	Portland	ME	Unenrolled
Howland	Daphne	Portland	ME	Democrat
Hughes	Robert	Portland	ME	Republican
Hummel	Carrie	Portland	ME	Democrat
Hunter	Leila	Portland	ME	Democrat
Hutchins	Carol	Portland	ME	Republican

Huthcins	Richard	Portland	ME	Democrat
Iezzi	Cynthia	Portland	ME	Republican
Intharakunha	Panithida	Portland	ME	Unenrolled
Jenksin	Chrisotpher	Peaks Island	ME	Unenrolled
Jennings	Lynn	Portland	ME	Democrat
Johnson	Bessie (Betty)	Portland	ME	Republican
Jones	Donna	Portland	ME	Democrat
Jordan	Allyson	Portland	ME	Republican
Jordan	Brenda	Portland	ME	Green Independent
Jordan	Deborah	Peaks Island	ME	Democrat
Julio	Richard	Portland	ME	Unenrolled
Kachmar	James	S Portland	ME	Republican
Kalahar	Tyler	POrtland	ME	Democrat
Kandolo	Arnold	Portland	ME	Unenrolled
Karczewski	Anne	POrtland	ME	Democrat
Karp	Bobbette	POrtland	ME	Republican
Katsiaficas	Donna	Portland	ME	Republican
Katsiaficas	James	Portland	ME	Republican
Keating	Thomas	Portland	ME	Democrat
Kellermann	Solange	Portland	ME	Democrat
Kelly	Steven	Portland	ME	Democrat
Kenny	Russell	Portland	ME	Republican
Keppel	Barbara	Portland	ME	Democrat
King	Phil	S Portland	ME	Unenrolled
Knight	Joy	S Portland	ME	Democrat
Kordick	Jenny	Peaks Island	ME	Democrat
Koster	Jean	Portland	ME	Unenrolled
Krementz	Elizabeth	Portland	ME	Republican
Krinsky	Joy	Portland	ME	Democrat
Lacasse	David	Portland	ME	Democrat
Lamontagne	Marc	Portland	ME	Republican
Large	Suelle	Portland	ME	Democrat
Lemieux	Pamela	Portland	ME	Democrat
Lestrade	Dara	Portland	ME	Democrat
LeVasseur	Ingrid	Windham	ME	Republican
Lheureux	Estelle	Portland	ME	Democrat
Lichter	Paul	Portland	ME	Democrat
Lindgren	Samantha	Portland	ME	Democrat
Littlefield	Patricia	Portland	ME	Democrat
Lovley	Pamela	Portland	ME	Democrat
Lucas	Philip	Portland	ME	Democrat
Lundborg	Linda	Falmouth	ME	Democrat
Lunt	Sarah	S Portland	ME	Democrat
MacDaniels	Wendy	Portland	ME	Green Independent
MacDonald	Laurie	Peaks Island	ME	Green Indeppendan
MacIsaac	Kimberly	Peaks Island	ME	Unenrolled
MacIsaac	Phyllis	Peaks Island	ME	Republican

Magnuson	Elise	Portland	ME	Democrat
Mailman	Suzanne	Portland	ME	Republican
Malachowski	Rosemary	Portland	ME	Democrat
Maloney	Ann	Portland	ME	Republican
Manter	Sandra	Portland	ME	Democrat
Markushewski	Lisa	Falmouth	ME	Democrat
Marley	Parker	Portland	ME	Democrat
Martin	Nathaniel	Portland	ME	Democrat
Martin	Samuel	Portland	ME	Democrat
McCarthy Mars	Nancy	Cape Elizabeth	ME	Democrat
McCarty	Katherine	Portland	ME	Democrat
McCloskey	Susan	Portland	ME	Democrat
McConnell	David	Falmouth	ME	Unenrolled
McCoy	Deborah	Portland	ME	Democrat
Mcdonald	Rachel		ME	Democrat
McKenney	John	Portland	ME	Unenrolled
McLaughlin	Kimberly	Yarmouth	ME	Democrat
McManamy	Jean	Portland	ME	Democrat
McMillan	Susan	Portland	ME	Democrat
Merrill	Sherwood	Westbrook	ME	Republican
Meister	Sandra	Portland	ME	Democrat
Metcalf	Margaret	Portland	Me	Unenrolled
Miller	Nina	Portland	ME	Democrat
Miller	Susan	Portland	Me	Democrat
Molloy	Rita	So. Portland	ME	Democrat
Moody Robert	Elise	Portland	ME	Democrat
More	Abigail	Portland	ME	Democrat
Morrow-Spitze	Jacob	Portland	ME	Democrat
Naqui	Munira	Portland	ME	Unenrolled
Newsome	Melissa	Portland	ME	Green Independent
Nobbe	Amanda	Portland	ME	Democrat
Nord	Julia	Peaks Island	ME	Unenrolled
Nylen	Carol	Portland	ME	Democrat
O'Connor	Mackenzie	Portland	ME	Democrat
O'Brien/Hart	Johannah	Portland	ME	Democrat
Orr	Oliva	Portland	ME	Democrat
Palmer	Christine	Portland	ME	Democrat
Parker	Nancy	Portland	ME	Democrat
Pastore	Susan	Portland	ME	Democrat
Patefield	James	Portland	Me	Democrat
Payne	Gregory	Portland	ME	Democrat
Peaslee	Susan	Peaks Island	ME	Unenrolled
Pelletier	Wesley	Portland	ME	Democrat
Peloquin	Jodi	Portland	ME	Democrat
Perham	Carole	Portland	ME	Democrat
Perrier	Patricia	Portland	ME	Democrat

Perry	Barbara	Peaks Island	ME	Democrat
Pickering	Carol	Portland	ME	Democrat
Pickering	John	Portland	ME	Green Independent
Posey	Samantha	Portland	ME	Unenrolled
Powers	Kathleen	Portland	ME	Unenrolled
Quinn	Lisa	Portland	ME	Unenrolled
Raia	Salvatore	Portland	ME	Republican
Rainbow	Elizabeth	Portland	ME	Democrat
Ramirez	Maya	Portland	ME	Democrat
Rand	Catherine	Portland	ME	Green Independent
Rand	Patricia	Falmouth	ME	Democrat
Reames	Phyllis	Portland	ME	Green Independent
Reardon	Betsy	Portland	ME	Unenrolled
Remage-Healey	Elizabeth	Peaks Island	ME	Democrat
Rhoads	Dyer	Portland	ME	Democrat
Rich	Penny	Portland	ME	Democrat
Richman	Aidan	Portland	ME	Democrat
Riley	Joyce	Portland	ME	Democrat
Roak	Catherine	Portland	ME	Democrat
Robins	Molly	Portland	ME	Democrat
Robins	Suzanne	Portland	ME	Democrat
Rodney	Brian	Portland	ME	Democrat
Rodney	Dorothy	Portland	ME	Democrat
Rogers	Stephen	Westbrook	ME	Republican
Ross	Claire	Portland	ME	Unenrolled
Saffair	Jo.D.	Portland	ME	Democrat
Sanborn	Eileen	Portland	ME	Democrat
Sarno	Sophia	Falmouth	ME	Democrat
Savage	Bruce	Portland	ME	Republican
Schaberg	John	Portland	ME	Democrat
Scher	Reid	Windham	ME	Democrat
Sciacca	Morgan	Portland	ME	Unenrolled
Shea	Alice	Portland	ME	Democrat
Sherwood	Paul	Falmouth	ME	Republican
Shmitt	Sarah	Portland	ME	Democrat
Smith	Judith	Portland	ME	Democrat
Smith	Robert	Portland	ME	Democrat
Smyth	Craig	Portland	ME	Republican
Smyth	Deborah	Portland	ME	Republican
Somers	Fredrick	Peaks Island	ME	Democrat
Somma	Rudolph	Portland	ME	Republican
Soule	George	Portland	ME	Democrat
Spring	Frank	Portland	ME	Republican
Stanley	Gwendlyn (W	Portland	ME	Democrat
Stanley	Margaret	Portland	ME	Democrat
Stickney	Holly	S Portland	ME	Democrat

Stolpman	Lois	Portland	ME	Democrat
Stone	Helaine	Portland	ME	Democrat
Stuart	Erlene	Portland	ME	Republican
Sullivan	Caitlin	POrtland	ME	Democrat
Sunday	Brenda	Portland	ME	Democrat
Swan	Deborah	Portland	ME	Democrat
Swanton	Jeanne	Portland	ME	Democrat
Szalajeski	Karen	Portland	ME	Democrat
Szalajeski	Pamela	Portland	ME	Republican
Tanguay	Heather	Portland	ME	Democrat
Thorton	Elaine	Portland	ME	Democrat
Tiffany	Robert	Peaks Island	ME	Democrat
Tinkle	Shana	Portland	ME	Democrat
Tisdale	Stuart	Portland	ME	Republican
Toppi	Kimberly	Portland	ME	Democrat
Tragler	Edward	Scarborough	Me	Republican
Troop	Meryl	Portland	ME	Democrat
Treat	Carolyn	Portland	ME	Democrat
Uminski	John	Falmouth	ME	Republican
Veilleux	Carol	Portland	ME	Democrat
Venno	Nathan	Portland	ME	Democrat
Wagner	Karin	Portland	ME	Democrat
Walker	Donna	Portland	ME	Republican
Wall	Emily	Portland	ME	Democrat
Walsh	Judith	Peaks Island	ME	Democrat
Waterman	Beverly	Portland	ME	Republican
waters	Elizabeth	Portland	ME	Democrat
Webster	Priscilla	Peaks Island	ME	Democrat
Webster-Querr	Barbara	Portland	ME	Democrat
Wells	Louisa	Portland	ME	Democrat
Westburg	Karen	Portland	ME	Democrat
Whitney	Mark	POrtland	Me	Republican
Whynot	Eileen	Gorham	ME	Democrat
Williams	Mary	South Portland	ME	Democrat
Witkowski	Robert	Portland	ME	Republican
Witkowski	Samantha	Portland	ME	Republican
Woodbury	Sarah	South Portland	ME	Democrat
Woodcock	Margaret	Scarborough	ME	Unenrolled
Zalweksi	Patricia	South Portland	ME	Democrat

Last	First	Party	Phone Number
Azevedo	Celina	D	!
Babkirk	Douglas	D	!
Baker	Harlan	D	!
Bigelman	Louise	D	!
Comaskey	Lucy	D	!
Cook	Susan	D	!
Dorias	Craig	D	!
Dudley	Andrea	D	!
Garcia	Luis	D	!
Gilfenbaum	Sara	D	!
Gilhooly	Kym	D	!
Hennig	Ruth	D	!
Hey	Christine	D	!
Humphrey	Allyson	D	!
Kayatta	Jo-Ann	D	!
Kenway	Alison	D	!
Malia	Jeanne	D	!
Mathieu	Philip	D	!
Miller	Marilyn	D	!
Mobsby	Sarah	D	!
Morrell	Julia	D	!
Mulkern	Linda	D	!
Myer	Jessica	D	!
Neal	Susan	D	!
Pettee	Robert	D	!
Prosienski	Lisa	D	!
Scruggs	Catharine	D	!
Seidman	Ellen	D	!
Siebert	Lucas	D	!
Snell	Elisabeth	D	!
Somers	Frederick	D	!
Sprague	Gail	D	!
Sprague	Patricia	D	!
Trott	Jonathan	D	!
Vermilion	Christophe	D	!
Washburn	Patricia	D	!

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 30, 2022

SUBJECT: Order 184-21/22 Appointing Wardens and Ward Clerks for the 2022-2023 Election Year - Sponsored by Katherine L. Jones, City Clerk

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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

This order appoints Wardens and Ward Clerks for the 2022-2023 Election Year, and they are listed in the attachment.

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. Appointing Wardens and Ward Clerks 2022-2023 Election Year 4.11.2022
2. Warden and Ward Clerks 2022

Prepared by:

Date: 03/30/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

ORDER APPOINTING WARDENS AND WARD CLERKS
FOR THE 2022-2023 ELECTION YEAR

ORDERED, that the following persons are hereby appointed as Wardens and Ward Clerks from June 1, 2022 to May 31, 2023:

Warden	Ward Clerk	District/Precinct
Aurelia Scott	Connie Haley	1-1
Carol Morrisette	Tuck O'Brien	1-2
Fred O'Keefe	Kim MacIssac	1-3
Dennis Martin	Heather Tanguay	2-1
Susan Litchman	Roseanne Graef	2-2
Joel Glass	Gerri Rose	3-1
Dale Kinney	Robert Smith	3-2
Kelly Casey	Melissa Newsome	4-1
Timothy Whitney		4-2
Barbara Harvey	Virginia Fischer	5-1
George Smythe	Edmond Szalajeski	5-2

Office of the City Clerk
Katherine Jones
City of Portland City Clerk
February 23, 2022



TO: Mayor Snyder and Members of the City Council
FROM: Katherine L. Jones, City Clerk
DATE: March 22, 2022
RE: Wardens and Ward Clerks

The following persons are being recommended as Wardens and Ward Clerks for the 2022-2023 calendar year:

Warden	Ward Clerk	District/Precinct
Aurelia Scott	Connie Haley	1-1
Carol Morrisette	Tuck O'Brien	1-2
Fred O'Keefe	Kim MacIssac	1-3
Dennis Martin	Heather Tanguay	2-1
Susan Litchman	Roseanne Graef	2-2
Joel Glass	Gerri Rose	3-1
Dale Kinney	Robert Smith	3-2
Kelly Casey	Melissa Newsome	4-1
Timothy Whitney		4-2
Barbara Harvey	Virginia Fischer	5-1
George Smythe	Edmond Szalajeski	5-2

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 22, 2022

SUBJECT: Order 185-21/22 Opening and Closing the Polls for June 14, 2022 Re: State and Local Elections - Sponsored by Katherine L. Jones, City Clerk

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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

This order sets the time for opening and closing of the polls on June 14, 2022 for State and Local Elections. Pursuant to 21-A M.R.S., Section 626, the hour of poll opening must be set by the municipal officers. This is done for every election. The polls shall open at 7:00 a.m. and close at 8:00 p.m.

Five affirmative votes are required for passage of consent items 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. Memo Opening and Closing the polls for June 2022.
2. Opening and Closing the Polls June 14, 2022

Prepared by:

Date: 03/22/2022



Office of the City Clerk
Katherine L. Jones, CMC

MEMORANDUM

TO: Mayor Snyder and Members of the
Portland City Council

FROM: Katherine L. Jones, City Clerk

DATE: March 21, 2022

RE: Setting the time for opening the polls on June 14, 2022 for Special Elections
for School Board At Large, School Board District 5, School Budget
Referendum and State Primary Election

Pursuant to 21-A M.R.S.A. §626, the hour of poll opening must be set by the municipal officers. This is done for every election; the polls open at 7:00 A.M. and close at 8:00 P.M.

Notices are then posted in each district and at City Hall.

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

**ORDER SETTING THE TIME FOR OPENING AND CLOSING
THE POLLS ON JUNE 14, 2022
RE: STATE AND LOCAL ELECTIONS**

ORDERED that, pursuant to 21-A M.R.S. §626, the polls shall open at 7:00 a.m. and close at 8:00 p.m. on Tuesday, June 14, 2022 for State and Local Elections.

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 28, 2022

SUBJECT: Order 186-21/22 Granting Municipal Officers' Approval of LLULL LLC, dba Lady in the Moon. Application for Class III & IV FSE with Outdoor Dining on Public Property at 15 Monument Square - Sponsored by Danielle P. West, Interim 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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/11/22. New City and State applications. Location was previously Others Coffee Shop.

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. Lady in the Moon
2. Lady in the Moon_Council Packet

Prepared by:

Date: 03/28/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF
PORTLAND**
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:

LLULL LLC, dba Lady in the Moon. Application for Class III & IV FSE with Outdoor Dining on Public Property at 15 Monument Square

Lady in the Moon letter of intent to begin beverage program:

To Mayor Snyder and members of city council,

Lady in the Moon is a boutique retail store that opened in monument square in December of 2020. We are geographically in line with many other restaurants on the square (Sisters Deli, Shays Grill Pub, David's) and wish to begin a beverage service program this summer on our outdoor patio space.

We intend to sell hard seltzer's, beer and wine.

Thank you for your consideration,

Jessica Howell, owner of Lady in the Moon.



CITY OF PORTLAND
Permitting and Inspections Department
Application for Food Service Establishment with Alcoholic Beverages License

Business Information			
Establishment Name (d/b/a):	Lady in the Moon	Phone:	
Location Address:	15 Monument Square Portland, ME 04101		Zip:
If new, what was formerly at this location:	Others Coffee Shop		
Mailing Address:	15 Monument Square, Portland, ME 04101		Zip:
Contact Person:	Jessica Howell	Phone:	248-770-0260
Contact Person Email:	jesslaurenhowell@gmail.com		
Manager of Establishment:	Alexis Sullivan	Date of Birth:	09/04/1984
		Phone:	917-586-1141
Owner of Premises (Landlord):	Chris Aceto		
Address of Premises Owner (Landlord):	PO BOX 8211, Lewiston, ME 04243		Zip:

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

Name of Owner(s)	Date of Birth	Residence Address

Corporate Name	Corporate Mailing Address	
LLULL, LLC	47 Watson St, Portland, ME	Zip: 04103

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

Contact Person: Jessica Howell		Phone: 248-770-0260	
Principal Officers	Title	Date of Birth	Residence Address
Jessica Howell	member	9/4/1984	47 Watson St Portland, ME 04103

Class of Liquor License: III&IV	
---------------------------------	--



CITY OF PORTLAND
Permitting and Inspections Department

Type of food served:	Prepackaged snacks	
Please circle all that will be served:	☒ Beer ☒ Wine ☐ Liquor	
Projected percentage of sales:	Generated from Food: 5%	Generated from Alcohol: 95%
Hours & days of operation:	Sunday-Monday, 11AM-6PM	
QUESTIONS		Y/N
Will full-course meals, only capable of consumption with the use of tableware, be served the entire time the establishment is open?		Y/ ☒ N
If No, please explain: handheld small options only/ snacks		
Is the establishment less than 300 feet from a school, dormitory, church or parish house, or similar establishment?		Y/ ☒ N
If yes, give the distance:		
Will you have entertainment on the premises? (If yes, a Supplemental Application for Entertainment is required.)		Y/ ☒ N
Will you permit dancing after 1:00 a.m.?		Y/ ☒ N
Will you have outside dining? (If yes, an Outdoor Dining Application is required)		☒ Y/ ☐ N
If yes, will the outside dining be on ☒ PUBLIC or PRIVATE property (circle one).		
Will you have any amusement devices (pinball, video games, juke box)?		Y/ ☒ N
If yes, please list: # of pinball machines: _____ # of amusements: _____ # of pool tables: _____		
What is your targeted opening date? 6/1/22		
Does the Issuance of this license directly or indirectly benefit any City employee(s)?		Y/ ☒ N
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?		☒ Y/ ☐ N
If Yes, please list business name(s) and location(s): LLULL, LLC (Lady in the Moon) 15 Monument Square		
Is any principal officer under the age of 21?		Y/ ☒ N
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?		Y/ ☒ N
If Yes, please explain:		

I Jessica Howell 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 Jessica Howell Title Owner Date 3/9/22



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 15

- ☐ Legal Advertisement Deposit \$100.00
- ☒ Outdoor Dining on Public Property \$84.00 plus \$2.00 per Square foot \$2.00 X ¹²⁰⁰ SF = _____
- ☐ 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):	Lady in the Moon	Phone:	248-770-0260		
Location Address:	15 Monument Square, Portland, ME	Zip:	04101		
Mailing Address:	15 Monument Square, Portland, ME	Zip:	04101		
Contact Person:	Jessica Howell	Phone:	248-770-0260		
Contact Person Email:	jesslaurenhowell@gmail.com				
Manager of Establishment:	Alexis Sullivan	Date of Birth:	1/11/1977	Phone:	917-586-1141
Owner of Premises (Landlord):	Chris Aceto, (ASM Properties)				
Address of Premises Owner (Landlord):	PO Box 8211 Lewiston, ME	Zip:	04243		

Owner Information

Corporate Name		Corporate Mailing Address	
LLULL, LLC		15 Monument Sq, Portland, ME Zip: 04101	
Contact Person:	Jessica Howell	Phone:	248-770-0260
Principal Officers			
Title	Date of Birth	Residence Address	
Jessica Howell	Member	9/4/1985	47 Watson St Portland, ME 04103

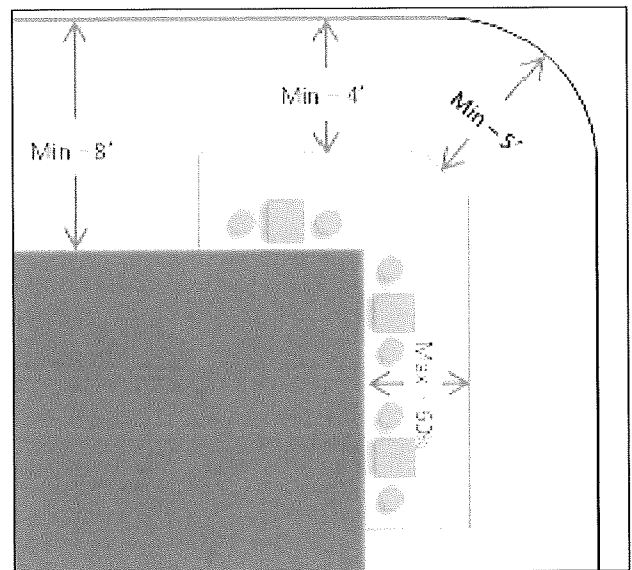


CITY OF PORTLAND
Permitting and Inspections Department

Class of License:	Class III, IV
Type of food served:	Prepackaged Snack foods
Please circle all that will be served:	<u>Beer</u> <u>Wine</u> Liquor
Hours & days of operation:	Sunday-Saturday 11AM-6PM
Number of Tables	5
Number of Chairs	20

Design and Construction

Existing Sidewalk Width (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"

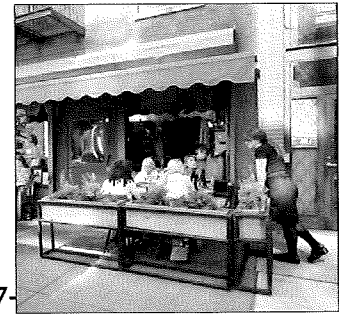
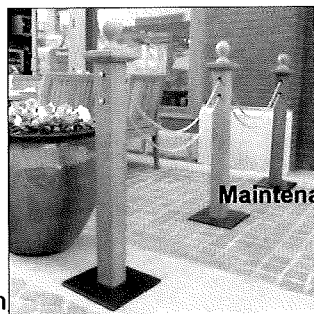
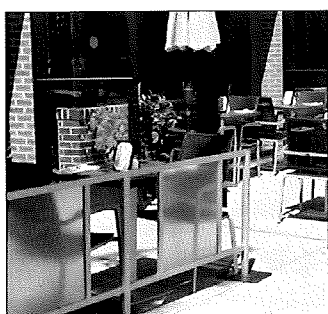


- Outdoor dining area shall not exceed 60% of the sidewalk width.
- A continuous, unobstructed sidewalk passage of 4 feet from the outer boundary of the seating area to the curb must be maintained. If the passage is not straight due to existing obstacles, then additional width may be required. Any changes 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

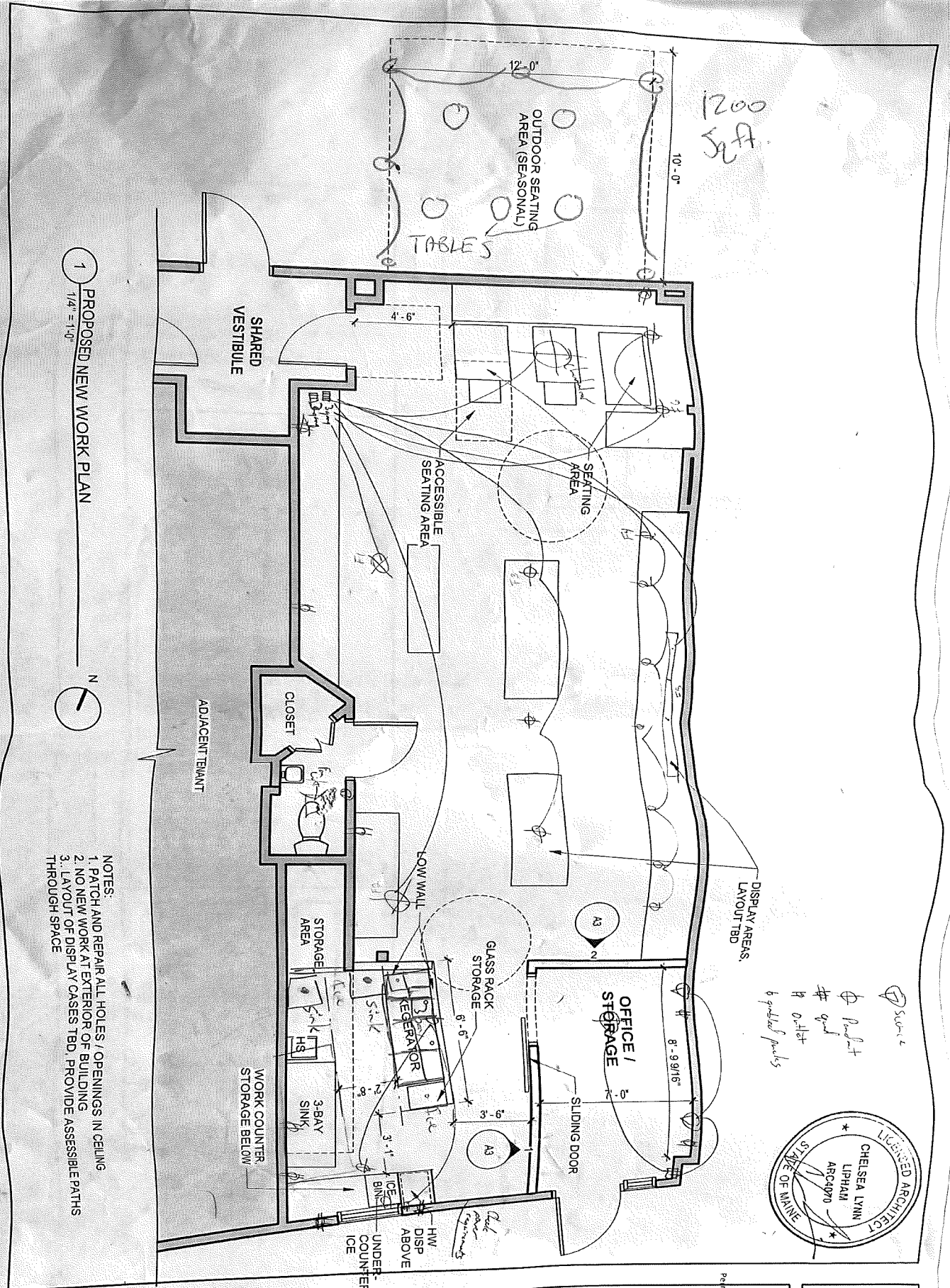
- Outdoor dining components must be within the permitted area and allow safe passage of pedestrian traffic. Failure to comply may result in a revocation of the permit.
- The permit holder is responsible for keeping the outdoor seating area clean.
- No food shall be prepared in the designated outdoor 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 Jessica Hodell Title Member Date 3/9/22

For Administrative Use Only

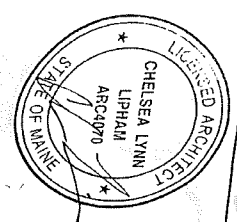
Amount: _____	Request Date / Approval	Notes: _____
Date Paid: _____	FD: _____ / _____	_____
CC _____ CA _____ CK _____	Health: _____ / _____	_____
	PD: _____ / _____	_____
Amount: _____	Treasury: _____ / _____	_____
Date Paid: _____	Zoning: _____ / _____	_____
CC _____ CA _____ CK _____		



1 PROPOSED NEW WORK PLAN
1/4" = 1'-0"

- NOTES:
1. PATCH AND REPAIR ALL HOLES / OPENINGS IN CEILING
 2. NO NEW WORK AT EXTERIOR OF BUILDING
 3. LAYOUT OF DISPLAY CASES TBD. PROVIDE ACCESSIBLE PATHS THROUGH SPACE

1. Patch and repair all holes / openings in ceiling
 2. No new work at exterior of building
 3. Layout of display cases TBD. Provide accessible paths through space



		Reviewed for Code Compliance Permitting and Inspections Department Approved with Conditions 04/29/2020	
741 Stevens Ave Portland ME 04103 207-615-6366		JOB NO. 2007	
TITLE NEW WORK PLAN		ISSUE 4/13/2020	
SHEET A2		LADY IN THE MOON 15 MONUMENT SQUARE PORTLAND ME	

THE Lady IN THE Moon

MENU

White Claw	5
Allagash North Sky	12
Austin St Ascendant	12
Babe 100 Rose	10
Underwood Pino Noir	12
Little Lads Popcorn	5
Donut	3



Zachary Lenhart <zlenhart@portlandmaine.gov>

Lady in the Moon - 15 Monument Sq

Eric Nevins <erickn@portlandmaine.gov>

Sat, Mar 19, 2022 at 5:00 PM

To: Zachary Lenhart <zlenhart@portlandmaine.gov>

Approved

On Thu, Mar 17, 2022 at 1:22 PM Zachary Lenhart <zlenhart@portlandmaine.gov> wrote:

[Quoted text hidden]

--

Eric Nevins
Lieutenant
Portland Police Department
(207) 874-8513

Lady in the Moon - 15 Monument Sq

Zoning <zoning@portlandmaine.gov>

Fri, Mar 18, 2022 at 11:03 AM

To: Zoning <zoning@portlandmaine.gov>

Cc: Treasury Division <treasury@portlandmaine.gov>, Benjamin Pearson <bnp@portlandmaine.gov>, cstacey <cstacey@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, Eric Nevins <ericn@portlandmaine.gov>, Fire Prevention <fireprevention@portlandmaine.gov>, Jason Grant <jgrant@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Ron Kelton <rkelton@portlandmaine.gov>, Tom Williams <tw@portlandmaine.gov>, Zoning <zoning@portlandmaine.gov>, Zachary Lenhert <zlenhert@portlandmaine.gov>

Zoning has signed off on this within EnerGov with the following note,

A restaurant with a Class III & IV liquor license is a permitted use within the B-3 Zone, per Table 6-C of Chapter 14.

Thanks,
Jonathan

[Quoted text hidden]



CITY OF PORTLAND
Permitting and Inspections Department

March 28, 2022

LLULL LLC
15 Monument Square
Portland, ME 04101

Re: LLULL LLC, dba Lady in the Moon. Application for Class III & IV FSE with Outdoor Dining on Public Property at 15 Monument Square

Dear LLULL LLC:

This letter shall serve as a reminder of the public hearing before the Portland City Council on **Monday April 11, 2022 at 5:00 p.m.**, for the review of application for Class III & IV FSE with Outdoor Dining on Public Property at 15 Monument Square. The meeting will take place in person and virtually. The link can be found on the Meeting Agenda which will be posted on the City Website on April 8, 2022.

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.

Sincerely,

A handwritten signature in black ink, appearing to read "Z Lenhert".

Zachary J. Lenhert
Licensing and Housing Safety Manager

Legal Advertisement

Notice of Public Hearing City of Portland

A Public Hearing will be held on April 11, 2022 at 5:00 P.M., virtually, LLULL LLC, dba Lady in the Moon. Application for Class III & IV FSE with Outdoor Dining on Public Property at 15 Monument Square - Sponsored by Danielle West, Interim City Manager

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 28, 2022

SUBJECT: Order 187-21/22 Granting Municipal Officers' Approval of Terrarium, LLC, dba Terrarium. Application for Class III & IV FSE with Outdoor Dining on Public Property at 98 Cross Street North - Sponsored by Danielle P. West, Interim 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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/11/22. New City and State applications. Location was previously Board and Brush.

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. Terrarium
2. Terrarium_Council Packet

Prepared by:

Date: 03/28/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF
PORTLAND**
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:

**Terrarium, LLC, dba Terrarium. Application for Class III & IV FSE with Outdoor Dining
on Public Property at 98 Cross Street North**

Terrarium

98 Cross St N, Suite A
Portland, ME 04021

3/4/2022

Anna & Robert Sinnott
Terrarium, LLC
207-449-2774
38 Skillin Rd
Cumberland, ME 04021

Dear Mayor and Members of the City Council:

This letter sets forth the intent of Terrarium to do business at 98 Cross St N, Suite A, Portland, ME 04101. The business concept, in summary, is a retail house plant store and café.

Food menu items will include three to four rotating options for soup, house made guacamole with tortilla chips, cheese board with seasonal accoutrements and assorted baked goods. Beverages to be served will include beer, wine, coffee/tea and soft drinks.

Potted plants will be displayed throughout the store--creating a relaxing environment for patrons who wish to enjoy a meal, a drink or simply browse a curated selection of plants. Small workshops will be held with guided DIY terrarium builds and seasonal planting arrangements.

Thank you for your consideration.

Best Regards,



Anna Sinnott



Robert Sinnott



CITY OF PORTLAND
Permitting and Inspections Department
Application for Food Service Establishment with Alcoholic Beverages License

Business Information			
Establishment Name (d/b/a):	Terrarium	Phone:	449-2774
Location Address:	98 Cross St. N, suite A, portland, ME 04101		
If new, what was formerly at this location:	Board and Brush		
Mailing Address:	38 Skillin Rd, Cumberland, ME 04021		
Contact Person:	Anna Sinnott	Phone:	449-2774
Contact Person Email:	terrarium.portland@gmail.com		
Manager of Establishment:	Anna Sinnott	Date of Birth:	01/27/1990
Owner of Premises (Landlord):	J.B. Brown 10 Free St, Portland, ME 04101 as		
Address of Premises Owner (Landlord):	10 Free St, Portland, ME 04101		

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

Name of Owner(s)	Date of Birth	Residence Address

Corporate Name	Corporate Mailing Address
Terrarium, LLC	38 Skillin Rd, Cumberland, ME 04021

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

Contact Person:	Anna Sinnott	Phone:	449-2774
Principal Officers	Title	Date of Birth	Residence Address
Anna Sinnott	Member	01/27/1990	38 Skillin Rd, Cumberland
Robert Sinnott	Member	05/29/1985	38 Skillin Rd, Cumberland

Class of Liquor License:	Restaurant Class III + IV
--------------------------	---------------------------



CITY OF PORTLAND
Permitting and Inspections Department

Type of food served:	Soup, Appetizers, Baked Goods	
Please circle all that will be served:	Beer ☒ Wine ☒ Liquor	
Projected percentage of sales:	Generated from Food: 33%	Generated from Alcohol: 33%
Hours & days of operation:	Tues-Sat 9:00-6:00, Sun 9:00-4:00	
QUESTIONS		Y/N
Will full-course meals, only capable of consumption with the use of tableware, be served the entire time the establishment is open?		☒ Y/N
If No, please explain:		
Is the establishment less than 300 feet from a school, dormitory, church or parish house, or similar establishment?		☒ Y/N
If yes, give the distance:		
Will you have entertainment on the premises? (If yes, a Supplemental Application for Entertainment is required.)		☒ Y/N
Will you permit dancing after 1:00 a.m.?		☒ Y/N
Will you have outside dining? (If yes, an Outdoor Dining Application is required)		☒ Y/N
If yes, will the outside dining be on PUBLIC or PRIVATE property (circle one).		
Will you have any amusement devices (pinball, video games, juke box)?		☒ Y/N
If yes, please list: # of pinball machines: _____ # of amusements: _____ # of pool tables: _____		
What is your targeted opening date?		4/15/22
Does the Issuance of this license directly or indirectly benefit any City employee(s)?		☒ Y/N
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?		☒ Y/N
If Yes, please list business name(s) and location(s):		
Is any principal officer under the age of 21?		☒ Y/N
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?		☒ Y/N
If Yes, please explain: Rob was arrested, but not charged in 2011		

I, Anna Sinnott 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 Anna Sinnott Title Member Date 3/4/2022

Proposed Menu for

Terrarium

Assorted Baked Goods

muffins, scones, hand pies

Appetizers

Guacomole & Corn Chips (*vegan, gluten free*)

avocado, tomato, onion, garlic, lime, cilantro, tabasco, chips

Pico de Gallo & Corn Chips (*vegan, gluten free*)

tomato, onion, cilantro, lime juice, hot sauce, garlic

Soups

rotating selection, served with a roll

Vegetable Noodle Soup (*vegan, gluten free*)

local seasonal vegetables, pasta, vegetable broth, herbs

Kale Soup (*gluten free*)

kale, onion, potato, beans, linguica, cabbage, chicken broth, spices and herbs

Fish Chowder (*gluten free*)

haddock, potato, onion, fresh thyme, chicken broth, cream

Dessert

Ice Cream Sandwich

Fresh Fruit

Beverages

Wine

pinot grigio, cabernet sauvignon, rose, prosecco

Craft Beer

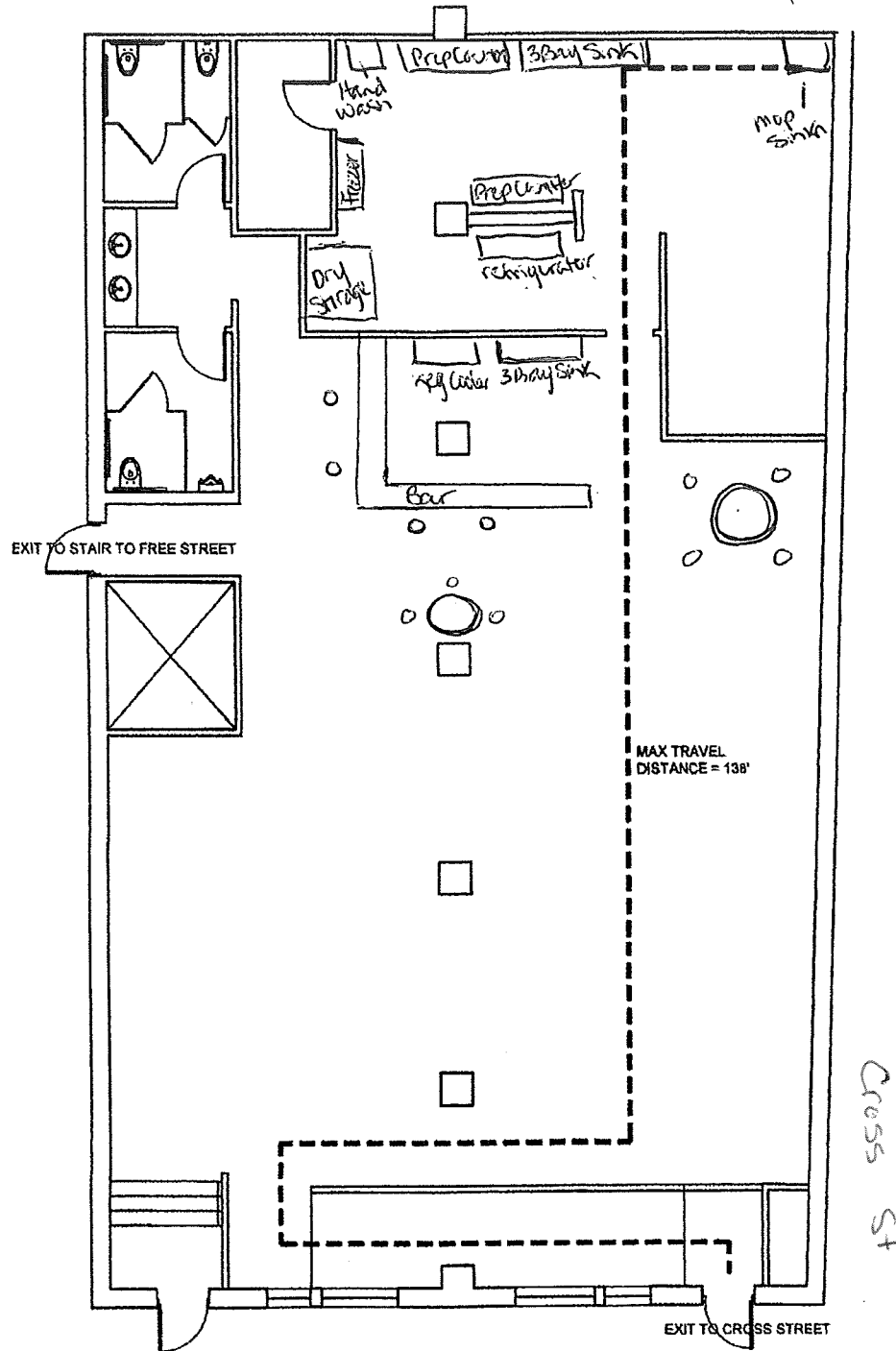
on draft and in cans

Drip Coffee

Variety of hot tea

Bottled water

Exhibit A - Floor Plan



98 CROSS ST N SUITE A - EXISTING FLOOR PLAN

Spring St



Zachary Lenhart <zlenhart@portlandmaine.gov>

Terrarium - 98 Cross St N

Eric Nevins <erich@portlandmaine.gov>

Sat, Mar 19, 2022 at 5:06 PM

To: Zachary Lenhart <zlenhart@portlandmaine.gov>

Approved

On Thu, Mar 17, 2022 at 2:07 PM Zachary Lenhart <zlenhart@portlandmaine.gov> wrote:

[Quoted text hidden]

--

Eric Nevins
Lieutenant
Portland Police Department
(207) 874-8513



CITY OF PORTLAND
Permitting and Inspections Department

March 28, 2022

Terrarium, LLC
38 Skillin Road
Cumberland, ME 04021

Re: Terrarium, LLC, dba Terrarium. Application for Class III & IV FSE with Outdoor Dining on Public Property at 98 Cross Street North

Dear Terrarium, LLC :

This letter shall serve as a reminder of the public hearing before the Portland City Council on **Monday April 11, 2022 at 5:00 p.m.**, for the review of application for Class III & IV FSE with Outdoor Dining on Public Property at 98 Cross Street North. The meeting will take place in person and virtually. The link can be found on the Meeting Agenda which will be posted on the City Website on April 8, 2022.

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.

Sincerely,

A handwritten signature in black ink, appearing to read "Zachary J. Lenhart".

Zachary J. Lenhart
Licensing and Housing Safety Manager

Legal Advertisement

Notice of Public Hearing City of Portland

A Public Hearing will be held on April 11, 2022 at 5:00 P.M., virtually, Terrarium, LLC, dba Terrarium. Application for Class III & IV FSE with Outdoor Dining on Public Property at 98 Cross Street North - Sponsored by Danielle West, Interim City Manager

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 28, 2022

SUBJECT: Order 188-21/22 Granting Municipal Officers' Approval of Man & Oak LLC, bda Man & Oak Bottle Club. Application for Bottle Club License at 44 Oak Street - Sponsored by Danielle P. West, Interim 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:

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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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/11/22. New City and State applications. Location was previously OM Yoga.

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. Man and Oak
2. Man and Oak_Council Packet

Prepared by:

Date: 03/28/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

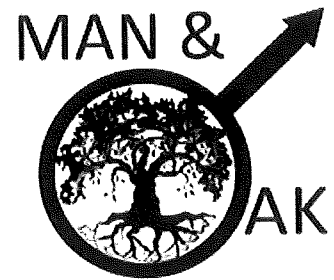
**CITY OF
PORTLAND**
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:

**Man & Oak LLC, bda Man & Oak Bottle Club. Application for Bottle Club License at 44
Oak Street**

MAN & OAK LLC
Amanda Meir
26 Thrasher Rd
Cape Elizabeth, ME 04107



February, 18th 2022

Mayor Kate Snyder, and Distinguished City Council members
389 Congress Street
Portland, ME 04101

LETTER OF INTENT FOR MAN & OAK PRIVATE BOTTLE CLUB

This letter is to request, and make the city aware of the Man & Oak Private Bottle Club project slated for April of 2022 at 44 Oak St, in Portland Maine.

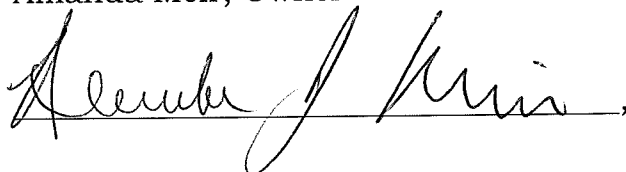
While Private Bottle Clubs are not a new concept, a Bottle Club of this caliber and class is very exciting. Man & Oak will focus on the education and social aspects of distilled spirits. Man & Oak intends to be the largest and most upscale bottle club in Northeast New England.

Man & Oak has conducted business as a 'whiskey education company' in Maine since 2018. After reviewing our intentions with BABLO state officials, we have decided to move forward with hopes to operate as a private bottle club. This is both exciting, and heavily anticipated; with over 138 people pre-registering for a locker, before we have even finished building out our space. International spirit brands, and local distillers alike, are looking forward to having a consistent place to host educational tastings, and seminars.

With over 300 private lockers, a high-end lounge, and a world-class education center, Man & Oak is sure to gain some positive attention for innovation and bring a new dynamic to this flourishing industry. We look forward to working with the City of Portland and being a member of this thriving town!

Thank you,

Amanda Meir, Owner

 Date 2/18/22



CITY OF PORTLAND
Permitting and Inspections Department
Application for Bottle Club License
License expires annually on June 30th

☒ Application Fee: \$45	☒ Bottle Club License: \$940.00
☐ Renewal Fee: \$35	☒ SBI Background Check: \$21/Principal Officer & Manager

Business Information	
Business Name (d/b/a):	Man & Oak Inc Bottle Club Phone: 207-321-9455
Location Address:	44 Oak St, Portland Maine 04101
If new, what was formerly at this location:	OM Yoga
Mailing Address:	26 Thrasher Rd, Cape Elizabeth Maine 04107
Contact Person:	Michael Meir Phone: 207-321-9455
Contact Person Email:	Manandoak@gmail.com
Manager of Establishment:	Amanda Meir Date of Birth: 6/4/1984 Phone: 603-969-4009
Owner of Premises (Landlord):	Alanna York
Address of Premises Owner:	7 Tampa St, Portland Maine 04101

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

Name of Owner(s)	Date of Birth	Residence Address
Amanda Meir	06/04/1984	26 Thrasher Rd, Cape Elizabeth 04107

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

Corporate Name		Corporate Mailing Address	
Man & Oak llc		Manandoakoffice@gmail.com	
Principal Officers	Title	Date of Birth	Residence Address
Amanda Meir	Owner (100%)	06/04/1984	26 Thrasher Rd, Cape Elizabeth Maine 04107



CITY OF PORTLAND
Permitting and Inspections Department

QUESTIONS	Y/N
Hours and Days of Operation: Wednesday – Saturday, from 3pm to 11pm	
Will you sell or serve food on the premises? (If yes, a Food Service Establishment License is required.)	Y/N
Will you have entertainment on the premises? (If yes, a Supplemental Application for Dancing & Entertainment is required.)	Y/N
Will you permit dancing on the premises?	Y/N
Will you permit dancing after 1:00 a.m.?	Y/N
Will you have outside dining? (If yes, an Outdoor Dining Application is required.)	Y/N
If yes, will the outside dining be on PUBLIC or PRIVATE property? (Circle one)	
Will you have any amusement devices (pinball machines, video games, jukebox, pool tables)?	Y/N
If yes, please list the number of: Pinball Machines: _____ Video Games: _____ Jukebox: _____ Pool Tables: _____	
If new business, what is your targeted opening date?	4/1/2022
Does the issuance of this license directly or indirectly benefit any City employee(s)?	Y/N
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?	Y/N
If Yes, please list business name(s) and location(s):	
Is any principal officer under the age of 21?	Y/N
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?	Y/N
If Yes, please explain: <i>Amanda was cited for failure to ID an undercover officer while bartending in Colorado in 2010, she was fined and served community service.</i>	

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.

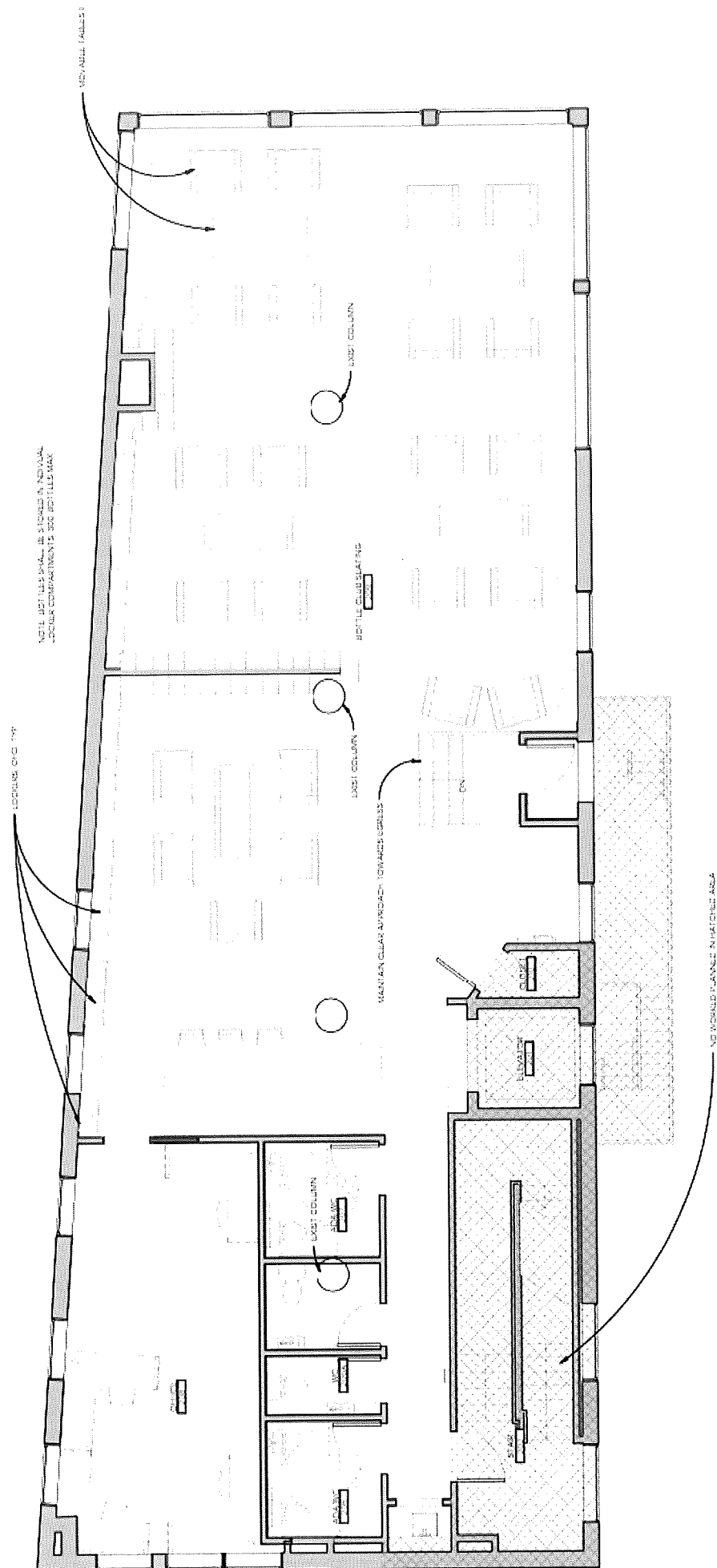
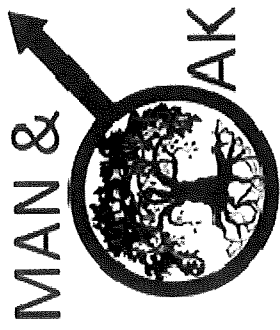
It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto. I/We, hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We, hereby waive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

Signature _____ Title *Owner* Date *2/24/2022*

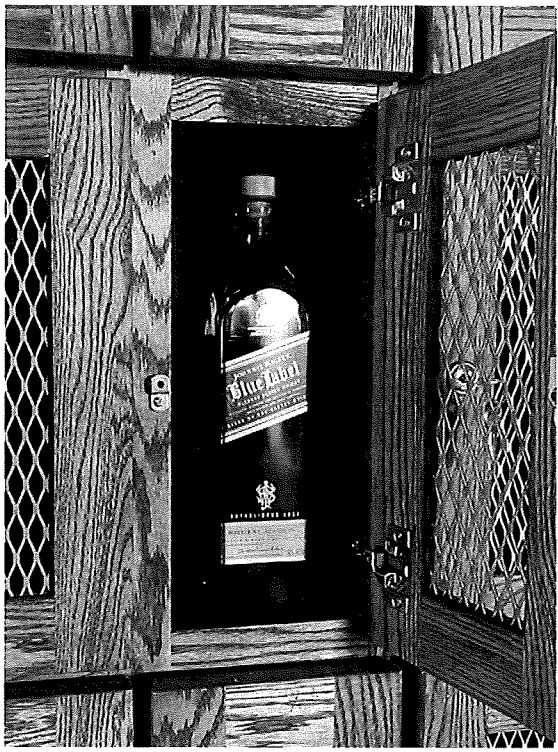
For more information about Bottle Clubs, refer to the Portland City Code Chapter 3 at: www.portlandmaine.gov.

For Administrative Use Only

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



RESERVE A LOCKER NOW



Here are the options locker options:

SMALL LOCKERS.

- Will hold 2-4 bottles
- Personal Locker: \$45.00 per month.

LARGE LOCKERS.

- Will hold 4-6 bottles
- Personal Locker: \$65.00 per month
- Corporate Add-On available

MASTER LOCKERS.

- Will hold 10-12 bottles
- Personal or Shared Locker
- Two names on file
- \$200.00 per month
- Corporate Add-On available

Thank you!

RESERVE A LOCKER NOW

Our Meeting Room

Used for typical team meetings, workshops, tastings, or classes. We have a 12-foot live edge oak table, Internet, AV audio hookups, and a projection screen for your next unique meeting up to 18 ppl.

NORMAL RATES:

- Full Day (6+ hours) - \$1200.00
- ½ Day (3 hours) - \$600.00
- Per Hour - \$300.00

LARGE LOCKERS with Corporate Add-On:

- Will hold 4-6 bottles
- \$115.00 per month
- 2 names on file with in/out privilege
- 33% of meeting room rental

LARGE CORPORATE DISCOUNT @ 33%

- Full Day (6+ hours) - \$804.00
- ½ Day (3 hours) - \$402.00
- Per Hour - \$201.00

MASTER LOCKERS with Corporate Add-On

- Will hold 10-12 bottles
- \$300.00 per month
- 3 names on file with in/out privilege
- 66% of meeting room rental

MASTER CORPORATE DISCOUNT @ 66%

- Full Day (6+ hours) - \$408.00
- ½ Day (3 hours) - \$204.00
- Per Hour - \$102.00





Zachary Lenhart <zlenhart@portlandmaine.gov>

Man and Oak - 44 Oak St

Eric Nevins <erich@portlandmaine.gov>

Sat, Mar 19, 2022 at 4:57 PM

To: Zachary Lenhart <zlenhart@portlandmaine.gov>

Approved

On Thu, Mar 17, 2022 at 4:17 PM Zachary Lenhart <zlenhart@portlandmaine.gov> wrote:

[Quoted text hidden]

--

Eric Nevins
Lieutenant
Portland Police Department
(207) 874-8513

Man and Oak - 44 Oak St

Zoning <zoning@portlandmaine.gov>

Fri, Mar 18, 2022 at 1:24 PM

To: Zoning <zoning@portlandmaine.gov>

Cc: Zachary Lenhert <zlenhert@portlandmaine.gov>, Benjamin Pearson <bnp@portlandmaine.gov>, cstacey <cstacey@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, Eric Nevins <ericon@portlandmaine.gov>, Fire Prevention <fireprevention@portlandmaine.gov>, Jason Grant <jgrant@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Ron Kelton <rkelton@portlandmaine.gov>, Tom Williams <tw@portlandmaine.gov>, Treasury Division <treasury@portlandmaine.gov>

Zoning has approved this within EnerGov with the following note,

A private club/place of assembly is a permitted use within the B-3 Zone, per Table 6-C within Chapter 14 of the city's ordinance.

Thanks,
Jonathan

[Quoted text hidden]

Legal Advertisement

Notice of Public Hearing City of Portland

A Public Hearing will be held on April 11, 2022 at 5:00 P.M., virtually, Man & Oak LLC, bda Man & Oak Bottle Club. Application for Bottle Club License at 44 Oak Street - Sponsored by Danielle West, Interim City Manager



CITY OF PORTLAND
Permitting and Inspections Department

March 28, 2022

Man & Oak LLC
26 Thrasher Road
Cape Elizabeth, ME 04107

Re: Man & Oak LLC, bda Man & Oak Bottle Club. Application for Bottle Club License at 44 Oak Street

Dear Man & Oak LLC:

This letter shall serve as a reminder of the public hearing before the Portland City Council on **Monday April 11, 2022 at 5:00 p.m.**, for the review of application for Bottle Club License at 44 Oak Street. The meeting will take place in person and virtually. The link can be found on the Meeting Agenda which will be posted on the City Website on April 8, 2022.

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.

Sincerely,

A handwritten signature in black ink, appearing to read "Z Lenhert".

Zachary J. Lenhert
Licensing and Housing Safety Manager

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 28, 2022

SUBJECT: Order 189-21/22 Granting Municipal Officers' Approval of Belleflower Brewing Company, LLC, dba Belleflower Brewing Company. Application for Outdoor Dining on Private Property at 66 Cove Street - Sponsored by Danielle P. West, Interim 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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/15/22. New City application. Owner currently holds B/W/D On Premise Consumption.

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. Belleflower Brewing
2. Belleflower Brewing_Council Packet

Prepared by:

Date: 03/28/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF
PORTLAND**
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:

**Belleflower Brewing Company, LLC, dba Belleflower Brewing Company. Application for
Outdoor Dining on Private Property at 66 Cove Street**

Belleflower Brewing Company Outdoor Dining Expansion

Dear Mayor Snyder and City Council Members-

Belleflower Brewing Company is seeking an expansion to its already approved outdoor dining space. During the pandemic we were able to serve our customers safely by having plenty of outdoor seating, provided by the emergency measures the City undertook. We would like to continue to provide that environment for our customers permanently on our private property.

Warm regards-
Nicholas Bonadies
Belleflower Brewing Company



CITY OF PORTLAND
Permitting and Inspections Department

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

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor License

☒ Outdoor Dining on Private Property \$125.00 ☐ Legal Advertisement Deposit \$100.00

Business Information			
Business Name (d/b/a):	Belleflower Brewing Company	Phone:	(207) 805-1696
Location Address:	66 Cove Street Portland ME	Zip:	04101
Mailing Address:	66 Cove Street Portland ME	Zip:	04101
Contact Person:	Nicholas Bonadies	Phone:	617-365-9536
Contact Person Email:	nick@belleflowerbrewing.com		
Manager of Establishment:	Nicholas Bonadies	Date of Birth:	4/3/1984
		Phone:	617-365-9536
Owner of Premises (Landlord):	Sleepy Hollow Development		
Address of Premises Owner:	PO Box 2198 Windham ME	Zip:	04062

Owner Information

Corporate Name		Corporate Mailing Address	
Belleflower Brewing Company, LLC		66 Cove Street Portland ME	Zip: 04101
Contact Person:	Nicholas Bonadies	Phone:	617-365-9536
Principal Officers			
	Title	Date of Birth	Residence Address
Katherine Bonadies	Co-Owner	11/02/1984	104 Frost Hill Rd Portland ME 04103
Nicholas Bonadies	Co-Owner	04/03/1984	104 Frost Hill Rd Portland ME 04103
Melissa Page	Co-Owner	10/6/87	49 Broadway Portland ME 04103
Zachary Page	Co-Owner	5/23/87	49 Broadway Portland ME 04103



CITY OF PORTLAND
Permitting and Inspections Department

Class of License:	Brewery On-Premise Consumption
Type of food served:	Pre-packaged snacks
Please circle all that will be served:	Beer Wine Liquor
Hours & days of operation:	12-8pm Sunday-Thursdays, 12-9pm Friday-Saturday
Number of Tables	28
Number of Chairs	110

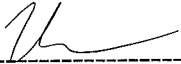
Design and Construction

- If you are building a structure or adding impervious surface for the outdoor dining area please contact the Permitting and Inspections Department for permitting requirements at permitting@portlandmaine.gov or 874-8703.

Maintenance and Operations

- 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.
- No food shall be prepared in the designated outdoor dining area.
- Outdoor dining areas must meet ADA regulations and accessible seating is required.

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  Title co-owner Date 3/14/2022

For Administrative Use Only

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



ISSUED

09/16/21

PROJECT

BELLEFLOWER
BREWING CO
- PATIO
EXPANSION

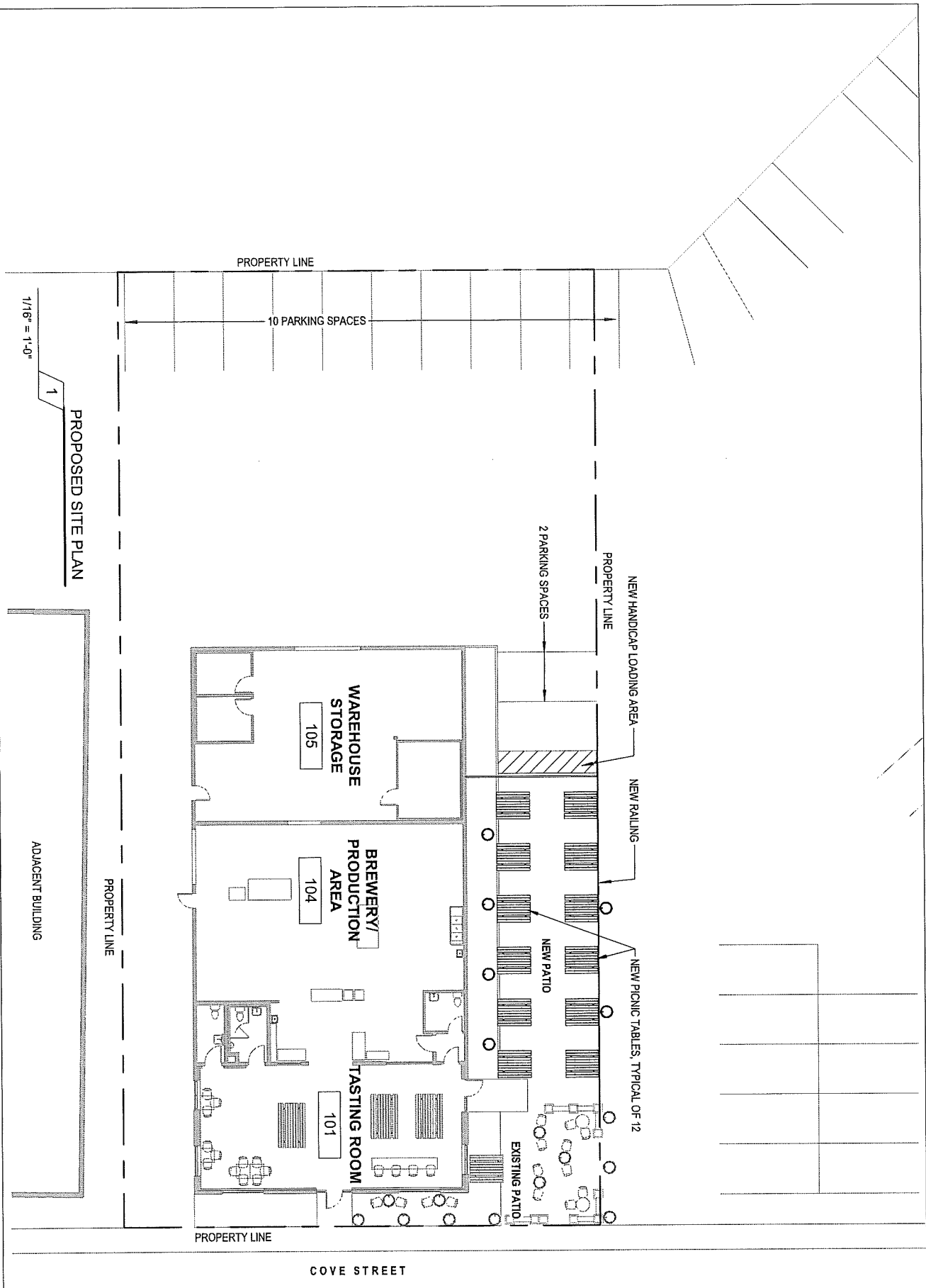
ADDRESS
66 Cove Street
Portland, ME

DRAWING TITLE
PROPOSED SITE PLAN

SCALE
1/16" = 1'-0"

SHEET NUMBER

A1.1





ISSUED

09/16/21

PROJECT

**BELLEFLOWER
BREWING & CO
- PATIO
EXPANSION**

Page 5

ADDRESS

66 Cove Street
Portland, ME

DRAWING TITLE

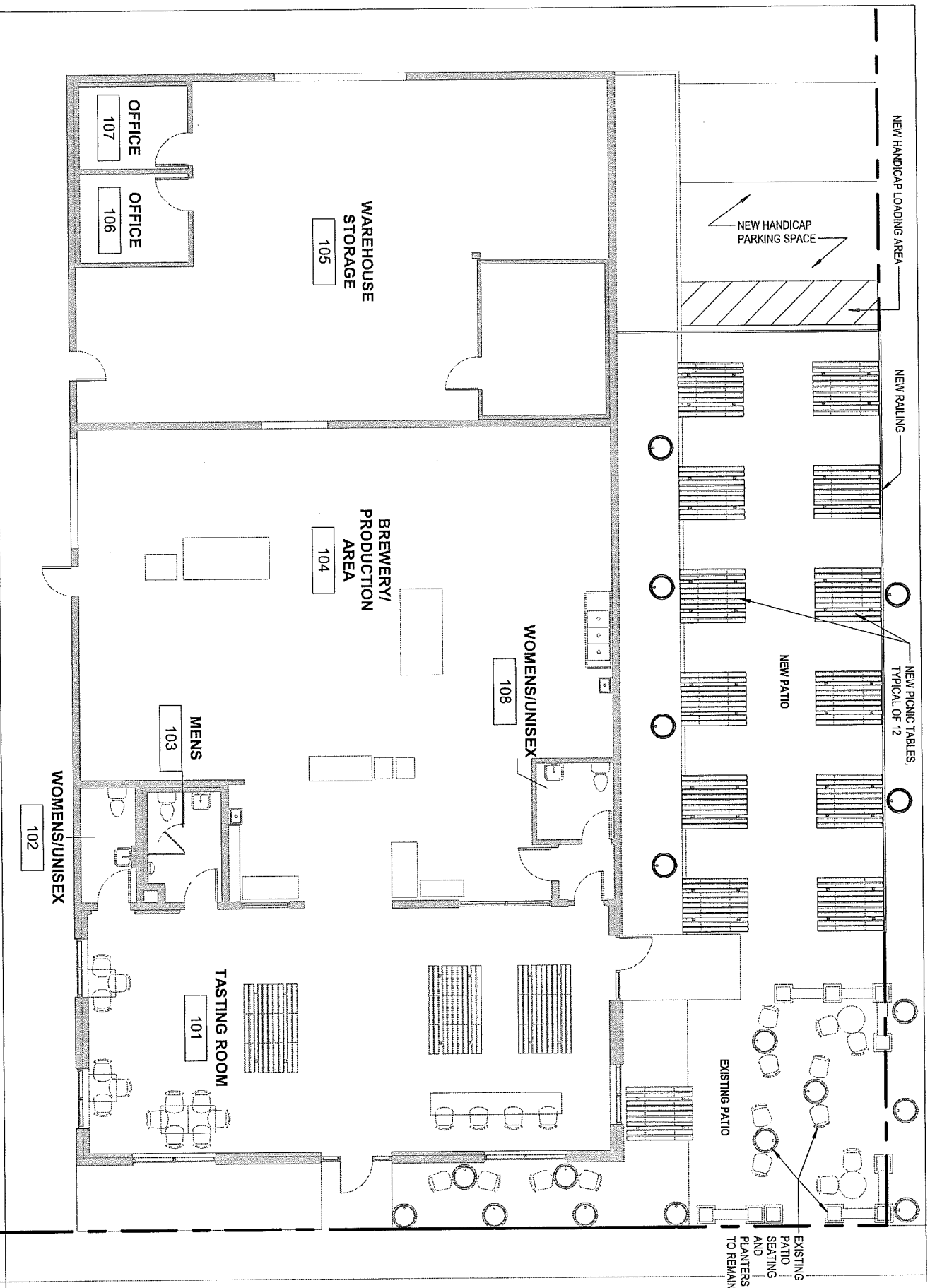
**PROPOSED FLOOR
PLAN**

SCALE

1/8" = 1'-0"

SHEET NUMBER

A1.2





ISSUED

09/16/21

PROJECT

**BELLEFLOWER
BREWING CO
- PATIO
EXPANSION**

page 66

ADDRESS

66 Cove Street
Portland, ME

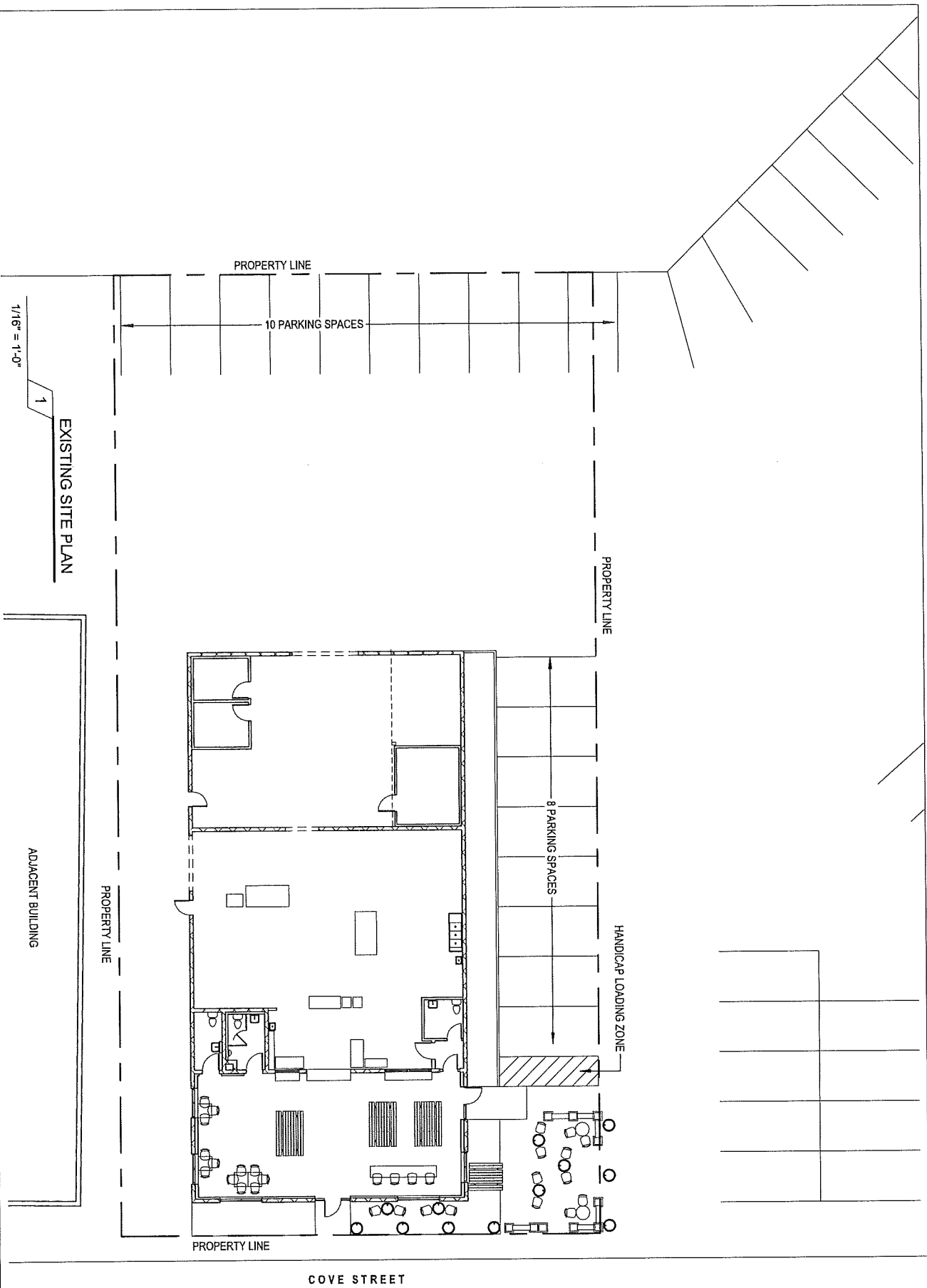
DRAWING TITLE
EXISTING SITE PLAN

SCALE

1/16" = 1'-0"

SHEET NUMBER

A1.0





ISSUED

09/16/21

PROJECT

**BELLEFLOWER
BREWING CO
- PATIO
EXPANSION**

page 7

ADDRESS

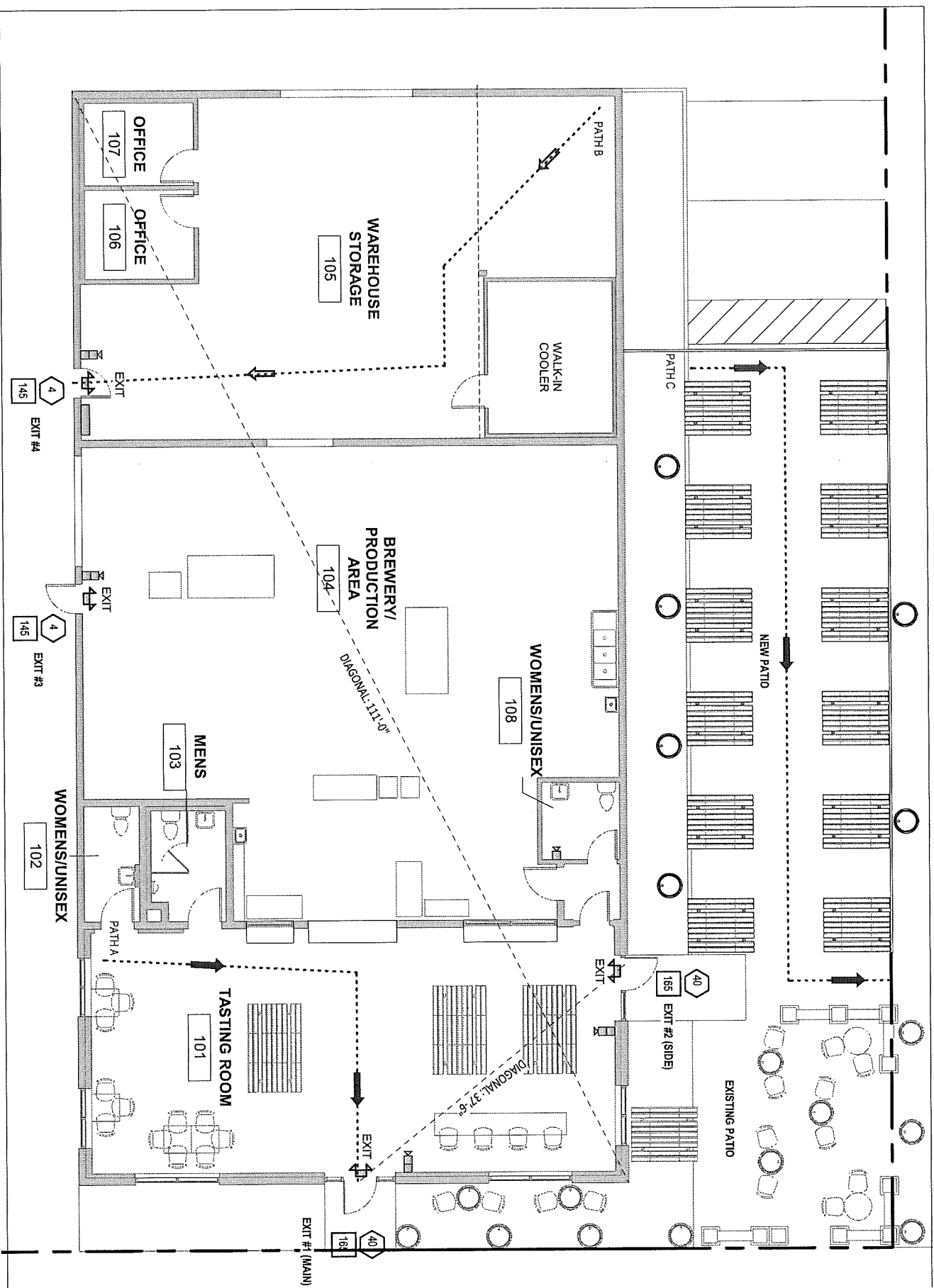
66 Cove Street
Portland, ME

DRAWING TITLE
EGRESS PLAN

SCALE
1/8" = 1'-0"

SHEET NUMBER

G0.2





ISSUED

09/16/21

PROJECT

**BELLEFLOWER
BREWING CO
- PATIO
EXPANSION**

ADDRESS
66 Cove Street
Portland, ME

DRAWING TITLE

CODE SUMMARY

SCALE
1/8" = 1'-0"

SHEET NUMBER

G0.1

SHEET NUMBER	SHEET NAME	PATIO EXPANSION - 09/24/21
--------------	------------	----------------------------

GENERAL	CODE SUMMARY	
G0.1	EGRESS PLAN	

ARCHITECTURAL	EXISTING SITE PLAN	
A1.0	PROPOSED SITE PLAN	
A1.1	PROPOSED FLOOR PLAN	

ZONING ACCESSORY RULES
SEC 6.1.B OF CHAPTER 14: THE OUTDOOR TASTING ROOM IS CONSIDERED AN ACCESSORY USE UNDER ZONING IN THIS INDUSTRIAL ZONE, AND THEREFORE IS LIMITED TO USING NO MORE THAN 25% OF THE UNBUILT AREA.

TOTAL UNBUILT LOT AREA = 10,055 SF
TOTAL PATIO AREA (EXISTING AND PROPOSED) = 2,090 SF
PATIO USES 20.7% OF THE UNBUILT LOT

EGRESS LEGEND
PER IBC 1005.1 EGRESS WIDTH PER OCCUPANT

STAIRWAYS - 0.3" PER PERSON
CORRIDORS AND DOORS = 0.2" PER PERSON

3'-0" (33" CLEAR) WIDE DOOR PROVIDES EGRESS FOR 165 OCCUPANTS
2'-8" (29" CLEAR) WIDE DOOR PROVIDES EGRESS FOR 145 OCCUPANTS

EGRESS PLAN SYMBOL LEGEND	
	FIRE ALARM SPEAKER STROBE
	PULL STATION AND SPEAKER STROBE
	FIRE ALARM PULL STATION
	FIRE ALARM COMMAND CENTER
	EXIT SIGN
	EMERGENCY LIGHT
	EXIT SIGN W/ EMERGENCY LIGHT
	LONGEST PATH OF TRAVEL
	EGRESS PATH
	EGRESS PATH WITHIN ROOM
	REQUIRED CAPACITY OF MEANS OF EGRESS BASED ON OCCUPANT LOAD
	MAXIMUM CAPACITY OF MEANS OF EGRESS

APPLICABLE CODES

STATE BUILDING CODE: MAINE UNIFORM BUILDING AND ENERGY CODE (MUBEC)

FIRE / LIFE SAFETY CODE: 2015 INTERNATIONAL BUILDING CODE (IBC)

ACCESSIBILITY CODE: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN

PLUMBING AND MECHANICAL CODE: 2015 INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS UNIFORM PLUMBING CODE AND ASHRAE 62.1 - 2016

ELECTRICAL CODE: 2017 NATIONAL ELECTRICAL CODE (NEC)

ENERGY CODE: 2015 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)

BUILDING INFO

PROJECT AREA
FLOORS IN THE PROJECT AREA
TOTAL BLDG AREA
OVERALL BLDG HEIGHT
NUMBER OF FLOORS
1,400 SF*
1 FLOOR
44,495 SF
4'-18'-0"
1 FLOOR

* PROJECT AREA IS EXTERIOR PATIO SPACE IN EXISTING PARKING LOT

TOTAL EGRESS PATH LENGTHS

PATH	LENGTH OF TRAVEL
PATH A	41' - 10 1/32"
PATH B	63' - 0 3/32"
PATH C	73' - 2 29/32"

MAXIMUM EXIT ACCESS TRAVEL NOT TO EXCEED
100' PER TABLE 1016.2

GENERAL

DESCRIPTION	CODE REF.	REQUIREMENT	PROPOSED
CONSTRUCTION TYPE	TABLE 601	VB	
USE GROUP	IBC 305.3	ASSEMBLY - A-2 AND FACTORY F-2	
SPRINKLERED	IBC 903.2.1.3	REQUIRED IF OVER 12,000 SF OR 300 OCCUPANTS	NO

OCCUPANCY

DESCRIPTION	CODE REF.	AREA	FACTOR (SF PER PERSON)	OCCUPANTS
ASSEMBLY	TABLE 1004.1.2	1,200 SF	15 SF	80 OCCUPANTS
EXTERIOR PATIO (BUSINESS)	TABLE 1004.1.2	1,400 SF	100 SF	14 OCCUPANTS
WAREHOUSE	TABLE 1004.1.2	3,795 SF	500 SF	8 OCCUPANTS
ASSEMBLY				
ASSEMBLY PATIO - EXISTING (BUSINESS)				40 OCCUPANTS ??
EXTERIOR PATIO - ADDED (BUSINESS)				14 OCCUPANTS
TOTAL INTERIOR OCCUPANTS				76 OCCUPANTS
TOTAL EXTERIOR OCCUPANTS				48 OCCUPANTS
TOTAL OCCUPANTS				92 OCCUPANTS
PLUMBING FIXTURE COUNTS ARE DESIGNED FOR A TOTAL OCCUPANT LOAD				140 OCCUPANTS
				150 OCCUPANTS

EGRESS

DESCRIPTION	CODE REF.	REQUIREMENT	PROPOSED
REQUIRED NUMBER OF EXITS	TABLE 1006.3.1	1 FOR 49 OR FEWER OCCUPANTS, 2 FOR 50-500 OCC.	4
MAXIMUM TRAVEL DISTANCE	TABLE 1017.2	100' W/ SPRINKLER SYSTEM	
EXIT ACCESS DOORWAY DIST	1007.1.1	1/3 OF MAXIMUM DIAGONAL DISTANCE	
MINIMUM AISLE WIDTH	1029.5.1	36" WHEN AN AISLE SERVES LESS THAN 50	36"
CORRIDOR WIDTH	TABLE 1018.2	44" MIN, 36" MIN IF OCCUPANCY IS LESS THAN 50	36"
DOOR WIDTH	1008.1.1	32" MIN, CLR OPENING (OR 36" DOOR)	36"
			MAIN ENTRY AND SIDE ENTRY 36"
			OTHERS 32"

PLUMBING FIXTURE COUNTS

DESCRIPTION	CODE REF.	REQUIREMENT	PROPOSED
WATER CLOSETS	TABLE 422.1	FEMALE: 1 PER 25; MALE: 1 PER 50	FEMALE/UNISEX = 2 MALE = 2
LAVATOIRES	TABLE 422.1	1 PER 50	3
OTHER	TABLE 422.1	1 SERVICE SINK	1

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 28, 2022

SUBJECT: Order 190-21/22 Granting Municipal Officers' Approval of AMA, LLC, dba Hugo's, Eventide Oyster Co., Honey Paw. Application for Parklet Outdoor Dining at 86 Middle Street - Sponsored by Danielle P. West, Interim 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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/15/22. New City application. Owner currently holds a Class XI Restaurant/Lounge.

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. Eventide-Hugos
2. Eventide-HoneyPaw-Hugo_Council Packet

Prepared by:

Date: 03/28/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF
PORTLAND**
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

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

**AMA, LLC, dba Hugo's, Eventide Oyster Co., Honey Paw. Application for Parklet
Outdoor Dining at 86 Middle Street**

March 14, 2022

Mayor Snyder and members of City Council,

We are applying for the opportunity to utilize public parklets, to safely extend our dining to the outdoors. Our intention is to build out spaces that will accommodate our guests without overloading our restaurant's abilities.

We believe that one positive outcome of the COVID-19 pandemic has been people embracing outdoors spaces. The expanded outdoor seating in Portland, as in other cities, has been a revelation and proven to be an incredibly positive change to the landscape of the city. We have had countless customers tell us how wonderful the outdoor experience is and express that they hope it becomes a permanent change. These parklets will allow us to continue to provide that experience.

We thank you for your time and consideration. This possibility to expand our seating outside means a lot to our company and everyone it employs.

Sincerely,

Arlin Smith and Andrew Taylor
Big Tree Hospitality



CITY OF PORTLAND
Permitting and Inspections Department

**Parklet Outdoor Dining
Supplemental Application**

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor License
Valid April 15-November 1

☒ Legal Advertisement Deposit \$100.00
☐ 1 Parklet space \$3,000.00 ☒ 2 Parklet spaces \$5,000.00

Business Information			
Establishment Name (d/b/a):	Eventide Oyster Co.	Phone:	207 774-8538
Location Address:	86 Middle St. Portland, ME	Zip:	04101
Mailing Address:	88 Middle St. Portland, ME	Zip:	04101
Contact Person:	Arlin Smith	Phone:	845 242-4017
Contact Person Email:	arlin@bigtreehospitality		
Manager of Establishment:	Arlin Smith	Date of Birth:	10-31-82
		Phone:	845 242-4017
Owner of Premises (Landlord):	80-90 Corps, 100 Silver St.		
Address of Premises Owner (Landlord):	100 Silver St. Portland, ME	Zip:	04101

Owner Information

Corporate Name		Corporate Mailing Address																	
AMA, LLC		88 Middle St. Portland ME Zip: 04101																	
Contact Person:	Arlin Smith	Phone:	845-242-4017																
<table border="1"> <thead> <tr> <th>Principal Officers</th> <th>Title</th> <th>Date of Birth</th> <th>Residence Address</th> </tr> </thead> <tbody> <tr> <td>Arlin Smith</td> <td>Owner</td> <td>10/31/82</td> <td>32 Anderson St. Portland ME</td> </tr> <tr> <td>Andrew Taylor</td> <td>Owner</td> <td>10/10/80</td> <td>33 Santiago Way, Cumberland, ME</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Principal Officers	Title	Date of Birth	Residence Address	Arlin Smith	Owner	10/31/82	32 Anderson St. Portland ME	Andrew Taylor	Owner	10/10/80	33 Santiago Way, Cumberland, ME				
Principal Officers	Title	Date of Birth	Residence Address																
Arlin Smith	Owner	10/31/82	32 Anderson St. Portland ME																
Andrew Taylor	Owner	10/10/80	33 Santiago Way, Cumberland, ME																

About Your Establishment

Class of License:	Class A Restaurant / Lounge (class XI)
Type of food served:	New American
Please circle all that will be served:	<u>Beer</u> <u>Wine</u> <u>Liquor</u>
Hours & days of operation:	7-Days - 11am - Midnight.
Number of Tables	4 Tables / Counter seating
Number of Chairs	74 Seats (Stools and chairs)

Parklet Regulations

Pursuant to Chapter 25 of the City's Code of Ordinances, a permit is required for expanding food service to the outside of all properties. Outdoor dining permits for parking and other alternative public spaces will be issued under Chapter 25 and these regulations pursuant to the following requirements:

- Any food service operation located on City property pursuant to a permit issued hereunder must comply with state and local laws with respect to service of food and/or alcohol;
- For any outdoor dining operation located in a public parking space, the permit holder shall construct a platform, on which tables and chairs will sit. The platform must be built of durable, slip resistant materials such as composite plastic or construction-grade lumber. This platform may remain for the entire outdoor dining season (April 15-November 1) but must be removed upon conclusion;
- Any space occupied hereunder must be laid out in such a way that it complies with the requirements of the Americans with Disabilities Act. Including 5% of handicap seating. The required platform must be flush with any abutting sidewalk.
- Any movable items on the outdoor dining area must be secured against wind and theft and locked or removed when the business is closed.
- Any outdoor dining spaces permitted hereunder must be located immediately in front of the business. Where parking spaces are not striped (such as in multi-space meter areas) the location of any outdoor dining space must be located to minimize loss of effective parking spaces
- Only 2 hour metered parking spots can be utilized. Parking spot size is 8 feet by 20 feet.
- Any outdoor dining space must provide railings or other substantive barriers *along the edges* to protect patrons;
- Wheel stops satisfactory to the Permitting & Inspections Director must be placed at the front and rear sides of the outdoor dining platform, no less than 4 feet from the edges of the platform. In addition, flexible bollards shall be provided at the corners of the platform.
- Construction of the platform must allow water runoff to easily flow under platform;
- No attachments to the pavement or curbing are permitted;
- No covers are permitted over the outdoor dining space other than umbrellas;
- No advertising other than labels identifying the business is permitted on the outdoor dining space;
- No outdoor dining space in the vehicular right of way is permitted within 15' of an intersection;
- No outdoor dining space will be permitted within the vehicular right of way on a high traffic street, as determined by Public Works. Generally, these streets have a speed limit of over 25 miles per hour, a traffic volume of over 5,000 AADT, or a functional classification of Arterial or above;
- No outdoor dining space will be permitted on a street that does not have 12' clear in the middle after all parking and platforms are accounted for; and
- In any street that is entirely closed to traffic at certain times of the day, the street may be used for outdoor dining subject to relevant requirements listed above, adjusting for the unique condition of an entirely closed street.
- Street Closures include: Wharf Street, Dana Street, and Milk Street (between Exchange and Market only)
- After 4/15, Middle Street will go back to normal and the businesses will need to apply for a regular Parklet

Ask →

Barriers

- Shall not include commercial signage.

Maintenance and Operations

- 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.



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

Title

Owner

Date

3/14/22

For Administrative Use Only

Fire: _____

Health: _____

Parking: _____

Permitting: _____

Police : _____

Treasury: _____

[illegible]

veg st for
sidewalk seating
Eventide

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 28, 2022

SUBJECT: Order 191-21/22 Granting Municipal Officers' Approval of Duckfat Inc, dba Duckfat. Application for Parklet Outdoor Dining at 43 Middle Street - Sponsored by Danielle P. West, Interim 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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/14/22. New City application. Owner currently holds a Class III & IV FSE with Outdoor Dining on Public Property.

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. Duckfat
2. Duckfat_Council Packet

Prepared by:

Date: 03/28/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF
PORTLAND**
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

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

Duckfat Inc, dba Duckfat. Application for Parklet Outdoor Dining at 43 Middle Street



Friday, March 9, 2022

Mayor Kate Snyder
389 Congress Street
Portland, ME 04101

Major Snyder and Members of City Council;

We thank you for the opportunity to apply for the use of public parklet space. Our intention is to create a beautiful and esthetically pleasing outdoor dining area that is also safe and functional. This allows for us to employ 2 additional full time employees as well as add street appeal to Middle Street.

We hope to be a part of continually helping to make Portland a more desirable and safer place for everyone to enjoy year round.

Thank you for your consideration on our application.

Sincerely,
Nancy Pugh
DUCKFAT
43 Middle Steet
Portland, ME 04101

CITY OF PORTLAND
Permitting and Inspections Department

**Parklet Outdoor Dining
Supplemental Application**

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor License
Valid April 15-November 1

☒ Legal Advertisement Deposit \$100.00
☐ 1 Parklet space \$3,000.00 ☒ 2 Parklet spaces \$5,000.00

Business Information			
Establishment Name (d/b/a):	DUCKFAT	Phone:	207-774-8080
Location Address:	43 MIDDLE ST. PORTLAND ME	Zip:	04101
Mailing Address:	- SAME -	Zip:	
Contact Person:	NANCY PUGH	Phone:	Cell 749-8564
Contact Person Email:	duckfat@duckfat.com		
Manager of Establishment:	NANCY PUGH	Date of Birth:	06/29/67
		Phone:	207 749-8564
Owner of Premises (Landlord):	Scarecrow Holdings LLC		
Address of Premises Owner (Landlord):	5 Moulton St Portland ME	Zip:	04101

Owner Information

Corporate Name		Corporate Mailing Address	
DUCK FAT, INC.		43 MIDDLE ST PORTLAND ME 04101	
Contact Person:	NANCY PUGH	Phone:	207-749-8564

Principal Officers	Title	Date of Birth	Residence Address
NANCY PUGH	President	6/29/67	20 HAMPSHIRE ST PORTLAND ME
ROBERT EVANS	Treasurer	11/11/63	" "

About Your Establishment

Class of License:	III + IV
Type of food served:	Full Lunch + Dinner // Casual Fare
Please circle all that will be served:	<u>Beer</u> <u>Wine</u> Liquor
Hours & days of operation:	11am - 10pm 7 days week
Number of Tables	3
Number of Chairs	12

Parklet Regulations

Pursuant to Chapter 25 of the City's Code of Ordinances, a permit is required for expanding food service to the outside of all properties. Outdoor dining permits for parking and other alternative public spaces will be issued under Chapter 25 and these regulations pursuant to the following requirements:

- Any food service operation located on City property pursuant to a permit issued hereunder must comply with state and local laws with respect to service of food and/or alcohol;
- For any outdoor dining operation located in a public parking space, the permit holder shall construct a platform, on which tables and chairs will sit. The platform must be built of durable, slip resistant materials such as composite plastic or construction-grade lumber. This platform may remain for the entire outdoor dining season (April 15-November 1) but must be removed upon conclusion;
- Any space occupied hereunder must be laid out in such a way that it complies with the requirements of the Americans with Disabilities Act, including 5% of handicap seating. The required platform must be flush with any abutting sidewalk.
- Any movable items on the outdoor dining area must be secured against wind and theft and locked or removed when the business is closed.
- Any outdoor dining spaces permitted hereunder must be located immediately in front of the business. Where parking spaces are not striped (such as in multi-space meter areas) the location of any outdoor dining space must be located to minimize loss of effective parking spaces
- Only 2 hour metered parking spots can be utilized. Parking spot size is 8 feet by 20 feet.
- Any outdoor dining space must provide railings or other substantive barriers along the edges to protect patrons;
- Wheel stops satisfactory to the Permitting & Inspections Director must be placed at the front and rear sides of the outdoor dining platform, no less than 4 feet from the edges of the platform. In addition, flexible bollards shall be provided at the corners of the platform.
- Construction of the platform must allow water runoff to easily flow under platform;
- No attachments to the pavement or curbing are permitted;
- No covers are permitted over the outdoor dining space other than umbrellas;
- No advertising other than labels identifying the business is permitted on the outdoor dining space;
- No outdoor dining space in the vehicular right of way is permitted within 15' of an intersection;
- No outdoor dining space will be permitted within the vehicular right of way on a high traffic street, as determined by Public Works. Generally, these streets have a speed limit of over 25 miles per hour, a traffic volume of over 5,000 AADT, or a functional classification of Arterial or above;
- No outdoor dining space will be permitted on a street that does not have 12' clear in the middle after all parking and platforms are accounted for; and
- In any street that is entirely closed to traffic at certain times of the day, the street may be used for outdoor dining subject to relevant requirements listed above, adjusting for the unique condition of an entirely closed street.
- Street Closures include: Wharf Street, Dana Street, and Milk Street (between Exchange and Market only)
- After 4/15, Middle Street will go back to normal and the businesses will need to apply for a regular Parklet

Barriers

- Shall not include commercial signage.

Maintenance and Operations

- 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.



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 _____

Title _____

Date _____

For Administrative Use Only

Fire: _____

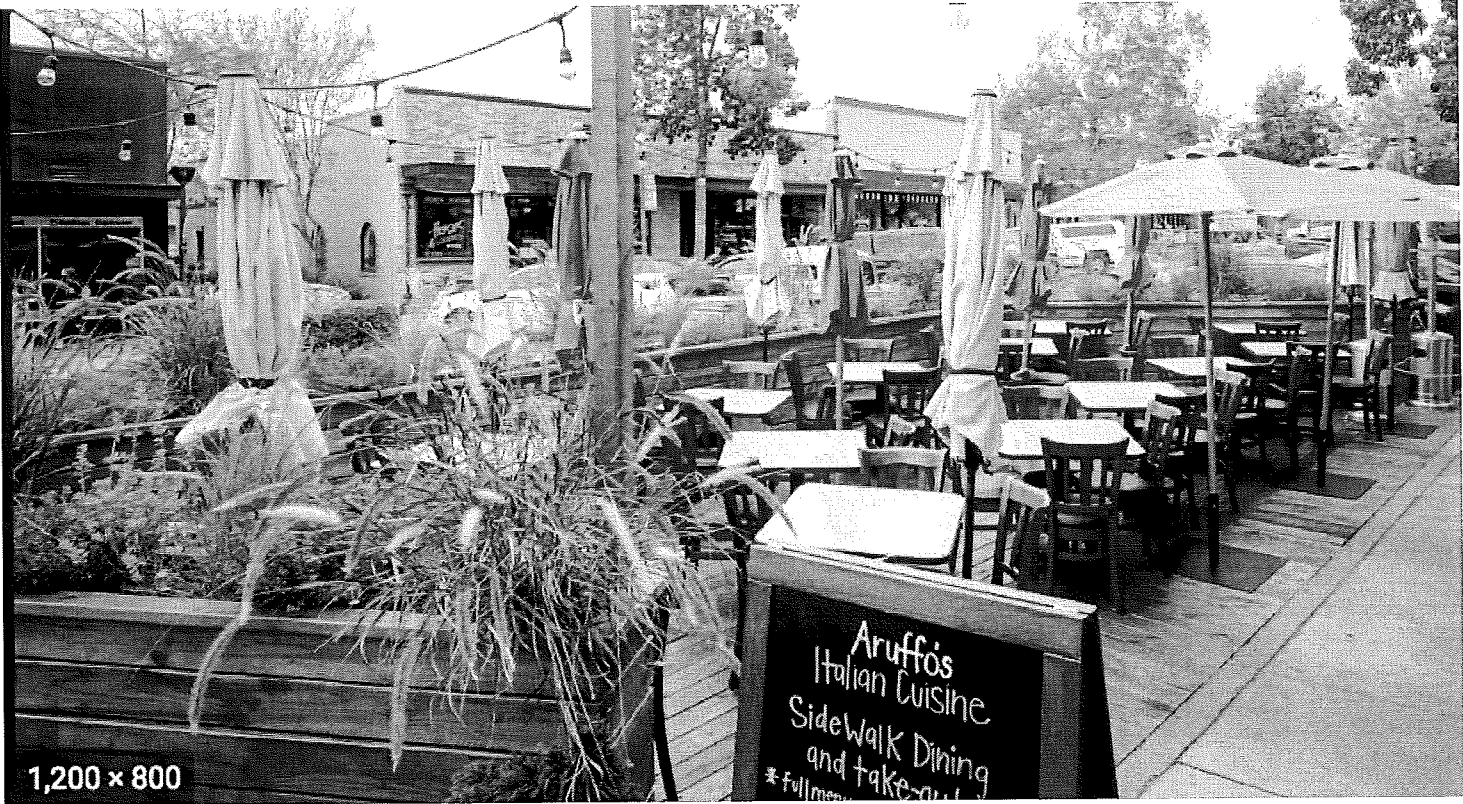
Health: _____

Parking: _____

Permitting: _____

Police: _____

Treasury: _____

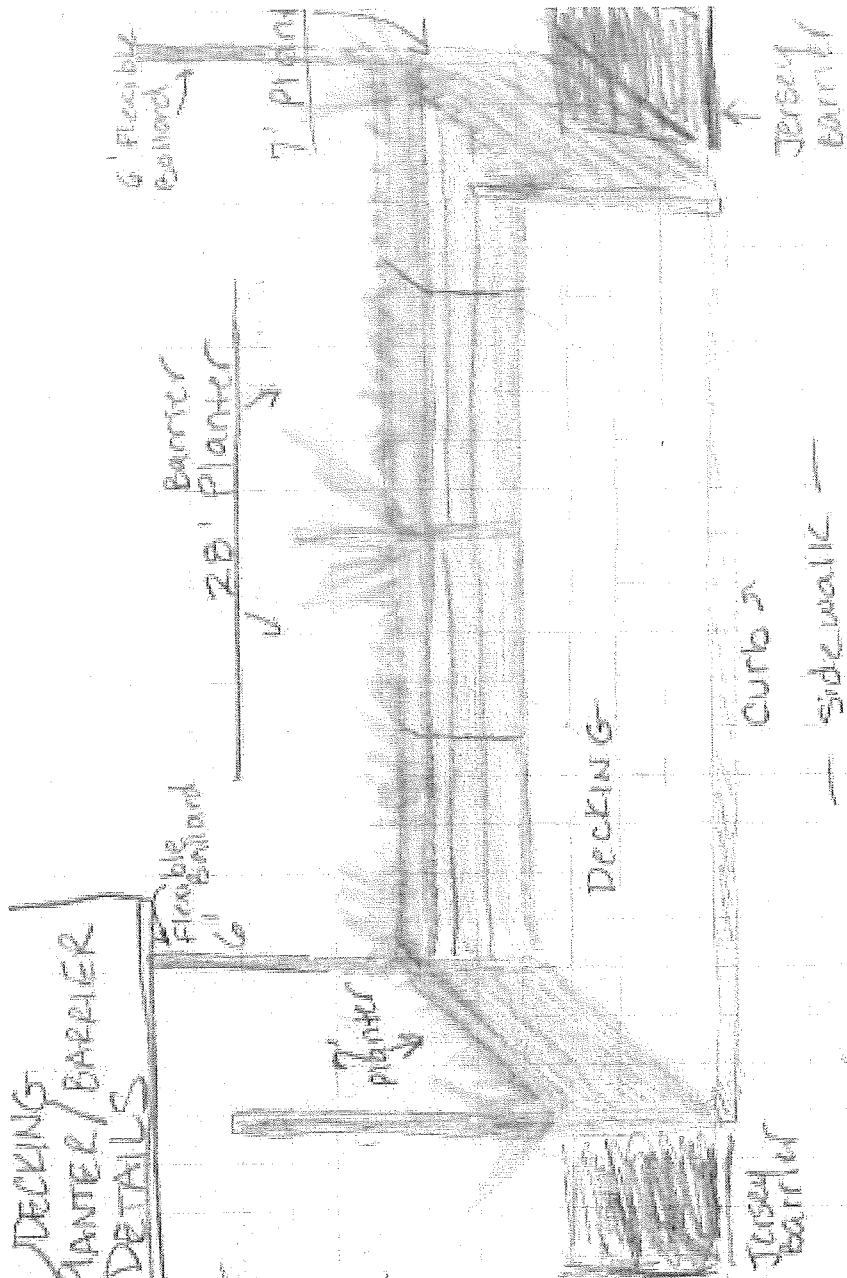
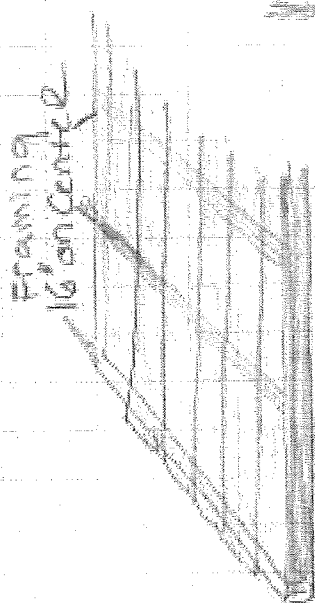


1,200 x 800

(2B) DECKING PLANTER/BARRIER DETAILS

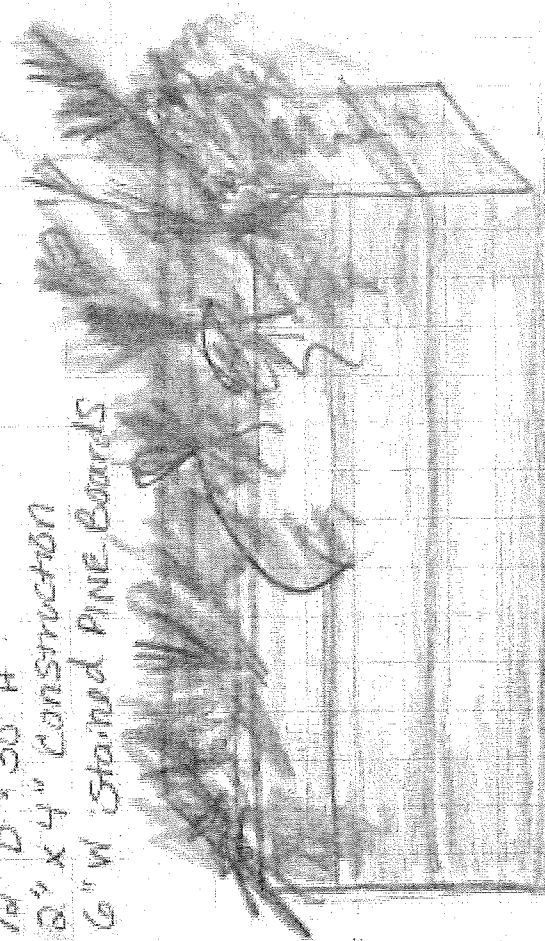
A) DECKING

- 2x4 PT Framing
- 1"x4" CEDAR DECKING



B) PLANTERS/BARRIER

- 12" D x 30" H
- 2" x 4" construction
- 6" W stained pine boards



DETAIL DUCKFAT

PARKLET

- overall size 8'x32' (256 sqft) with barriers
- Seating area 182.5 sqft
- 12 SEATS

MAINTENANCE

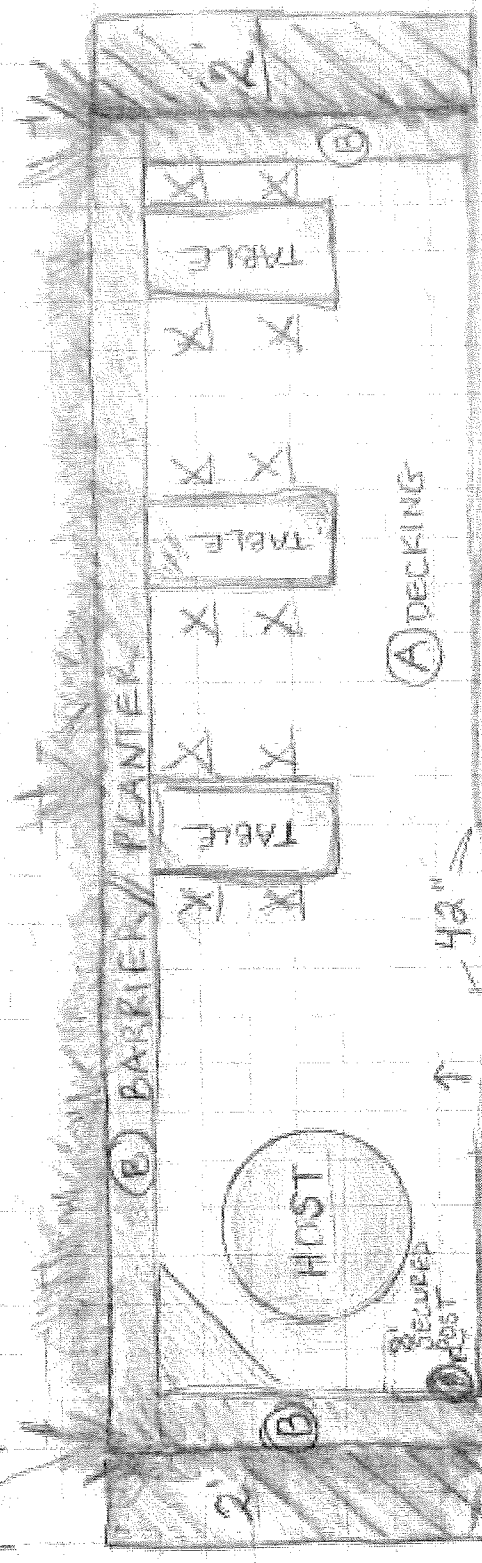
- All TURN & FIXTURES WILL BE SECURELY FASTENED OR WEIGHTED
- ANY ITEMS NOT FASTENED WILL BE BROUGHT IN NIGHTLY
- AREA IS CLEANED/MAINTAINED DAILY

(AERIAL VIEW)

- MIDDLE ST -

28'

2'-4"



← CURB →

ENTRANCE EXIT

← CURB →

CONCRETE JERSEY BARRIER

↑ 42" ↓ 42" (ADA ACCESSIBLE)

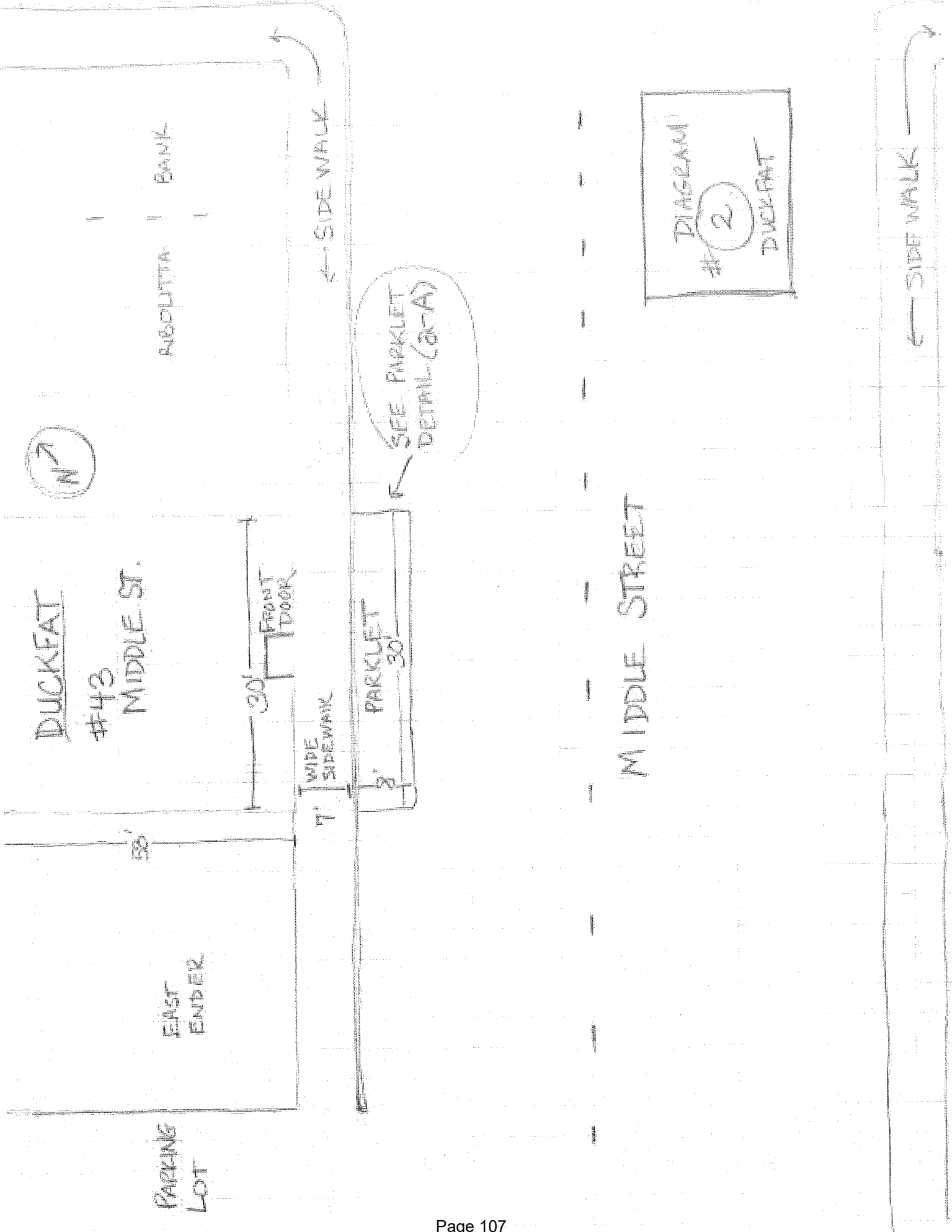
SIDE WALK

DETAILS
 (A) DECKING
 (B) PLANTER
 CONTRACTION (SEE ATTACHED) 2B

DUCKFAT FRONT PORCH ENTRANCE

43 MIDDLE ST

Cable ELECTRICAL IS WRAPPED IN CORNATED LINE PROTECTION
 * CABLES SECURED 8' HIGH TO CORNER OF BUILDING



MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 28, 2022

SUBJECT: Order 192-21/22 Granting Municipal Officers' Approval of Miranda Restaurant Group LLC, dba Via Vecchia. Application for Parklet Outdoor Dining at 10 Dana Street - Sponsored by Danielle P. West, Interim 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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/14/22. New City application. Owner currently holds a Class XI Restaurant/Lounge.

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. Via Vecchia
2. Via Vecchia_Council Packet

Prepared by:

Date: 03/28/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF
PORTLAND**
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:

**Miranda Restaurant Group LLC, dba Via Vecchia. Application for Parklet Outdoor
Dining at 10 Dana Street**

Date: March 8, 2022

To:

Kate Snyder, Mayor
Pious Ali, At-Large
April Fournier, At-Large
Roberto Rodriguez, At-Large
Anna Trevorrow, District 1
Vitoria Pelletier, District 2
Tae Chong, District 3
Andrew Zarro District 4
Mark Dion, District 5
City of Portland
389 Congress St, Portland, ME 04101

From:

Miranda Restaurant Group
Via Vecchia
10 Dana Street
Portland, ME 04101

Subject: Letter of intent for continued parklet outdoor dining.

Dear Sir/ Madame,

We hereby submit a letter of intent to extend our Parklet Outdoor Dining for April 15th through November 1st, 2022. In response to the ongoing pandemic, we have offered outdoor dining to potential guests of Via Vecchia. We have many patrons not fully comfortable indoor dining. We would like to continue to offer outdoor seating for our patrons who still experience anxiety eating and drinking in indoor spaces.

We are grateful for the City of Portland for the parklet space for 2020 and 2021. It has kept our business alive. Every day we hear compliments on our outdoor dining space. Tourists have flocked to our space with continued praise for the City of Portland for making this happen. We look forward to the continued support in 2022 to keep our employees working and our city thriving.

Sincerely,

Joshua Miranda



Dana St. Closed Street

CITY OF PORTLAND
Permitting and Inspections Department

**Parklet Outdoor Dining
Supplemental Application**

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor License
Valid April 15-November 1

☐ Legal Advertisement Deposit \$100.00
☒ 1 Parklet space \$3,000.00 ☒ 2 Parklet spaces \$5,000.00 -2K

Business Information			
Establishment Name (d/b/a):	Via Vecchia	Phone:	207 407-7070
Location Address:	10 DANA STREET, PORTLAND, ME	Zip:	04101
Mailing Address:	P.O. Box 4835, PORTLAND, ME	Zip:	04112
Contact Person:	Joshua Miranda	Phone:	207 318-7815
Contact Person Email:	joshua@viadport.com		
Manager of Establishment:	Randa Vashon	Date of Birth:	10/15/92
		Phone:	207 831-2901
Owner of Premises (Landlord):	Matt Orne - Ivy Holdings Inc.		
Address of Premises Owner (Landlord):	10 Dana Street, Portland, ME	Zip:	04101

Owner Information

Corporate Name		Corporate Mailing Address																	
		Zip:																	
Contact Person:		Phone:																	
<table border="1"> <thead> <tr> <th>Principal Officers</th> <th>Title</th> <th>Date of Birth</th> <th>Residence Address</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Principal Officers	Title	Date of Birth	Residence Address												
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Barriers

- Shall not include commercial signage.

Maintenance and Operations

- 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.



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 *8/7/22*

For Administrative Use Only

Fire: _____

Health: _____

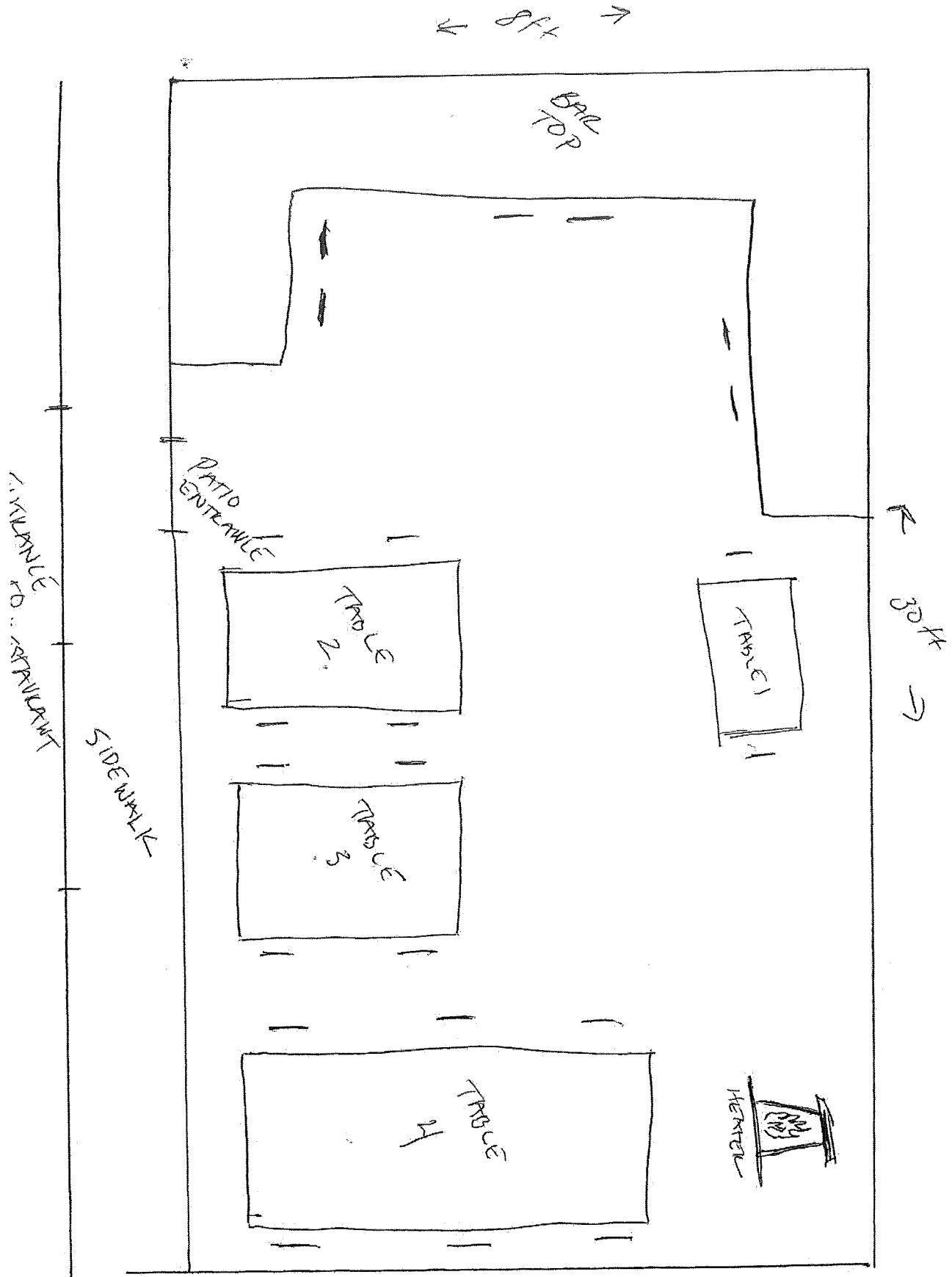
Parking: _____

Permitting: _____

Police : _____

Treasury: _____

Jin Vachfif
10 Anna St.





Zachary Lenhert <zlenhert@portlandmaine.gov>

Via Vecchia - 10 Dana St

Eric Nevins <erich@portlandmaine.gov>
To: Zachary Lenhert <zlenhert@portlandmaine.gov>

Sat, Apr 2, 2022 at 5:04 PM

Approved

On Thu, Mar 31, 2022 at 12:30 PM Zachary Lenhert <zlenhert@portlandmaine.gov> wrote:
[Quoted text hidden]

--
Eric Nevins
Lieutenant
Portland Police Department
(207) 874-8513



Zachary Lenhert <zlenhert@portlandmaine.gov>

Via Vecchia - 10 Dana St

Zoning <zoning@portlandmaine.gov>

Mon, Apr 4, 2022 at 1:32 PM

To: Zoning <zoning@portlandmaine.gov>

Cc: John Peverada <jbp@portlandmaine.gov>, Benjamin Pearson <bnp@portlandmaine.gov>, cstacey <cstacey@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, Eric Nevins <erickn@portlandmaine.gov>, Fire Prevention <fireprevention@portlandmaine.gov>, Jason Grant <jgrant@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Ron Kelton <rkelton@portlandmaine.gov>, Tom Williams <tw@portlandmaine.gov>, Treasury Division <treasury@portlandmaine.gov>, Zoning <zoning@portlandmaine.gov>, Jeremiah Bartlett <jbartlett@portlandmaine.gov>, Zachary Lenhert <zlenhert@portlandmaine.gov>

Zoning approves.

Thanks,
Jonathan

[Quoted text hidden]

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 28, 2022

SUBJECT: Order 193-21/22 Granting Municipal Officers' Approval of Sophialk, dba Blue Spoon. Application for Parklet Outdoor Dining at 89 Congress Street - Sponsored by Danielle P. West, Interim 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.

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COUNCIL MEETING DATE ACTION IS REQUESTED:

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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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/11/22. New City application. Owner currently holds a Class I FSE.

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. Blue Spoon
2. Blue Spoon_Council Packet

Prepared by:

Date: 03/28/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF
PORTLAND**
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:

Sophialk, dba Blue Spoon. Application for Parklet Outdoor Dining at 89 Congress Street

Dear Mayor Snyder and Members of the Council -

We, Sophialk DBA Blue Spoon, is seeking approval for licensing of outdoor dining and liquor service on our parklet patio. The patio has been a wonderful extension of our business through these tough years and we hope to keep it going in the coming ones. We request your approval to do so and will maintain the property in accordance with the city and health guidelines. The patio offers a wonderful outside and healthy environment for our customers looking to enjoy Maines beautiful summer and for those who may still not feel comfortable dining inside.

Sincerely,

Elizabeth and William Lavey



CITY OF PORTLAND
Permitting and Inspections Department

**Parklet Outdoor Dining
Supplemental Application**

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor License
Valid April 15-November 1

☒ Legal Advertisement Deposit \$100.00
☒ 1 Parklet space \$3,000.00 ☐ 2 Parklet spaces \$5,000.00

Business Information	
Establishment Name (d/b/a):	Blue Spoon Phone: 207 321 8052
Location Address:	89 Congress St Zip: 04101
Mailing Address:	46 Pascal Ave Rockport Zip: 04856
Contact Person:	Liz Koenigsberg Phone: 207 321 8052
Contact Person Email:	info@bluespoonme.com
Manager of Establishment:	NA Date of Birth: Phone:
Owner of Premises (Landlord):	David Lovino
Address of Premises Owner (Landlord):	89 Congress St Zip: 04101

Owner Information

Corporate Name		Corporate Mailing Address	
SophraLK		46 Pascal Ave Rockport ME 04856 Zip:	
Contact Person:	Liz Koenigsberg	Phone:	207 321 8052
Principal Officers	Title	Date of Birth	Residence Address
E Koenigsberg	owner	11/30/80	46 Pascal Ave Rockport 04856
Will Lavey	owner	2/20/85	same

About Your Establishment

Class of License:	
Type of food served:	French American
Please circle all that will be served:	Beer Wine Liquors
Hours & days of operation:	4pm - 10pm
Number of Tables	4
Number of Chairs	12

Parklet Regulations

Pursuant to Chapter 25 of the City's Code of Ordinances, a permit is required for expanding food service to the outside of all properties. Outdoor dining permits for parking and other alternative public spaces will be issued under Chapter 25 and these regulations pursuant to the following requirements:

- Any food service operation located on City property pursuant to a permit issued hereunder must comply with state and local laws with respect to service of food and/or alcohol;
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- No covers are permitted over the outdoor dining space other than umbrellas;
- No advertising other than labels identifying the business is permitted on the outdoor dining space;
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- After 4/15, Middle Street will go back to normal and the businesses will need to apply for a regular Parklet

Barriers

- Shall not include commercial signage.

Maintenance and Operations

- The permit holder is responsible for keeping the outdoor seating area clean.
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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

Title

owner

Date

3/7/22

For Administrative Use Only

Fire: _____

Health: _____

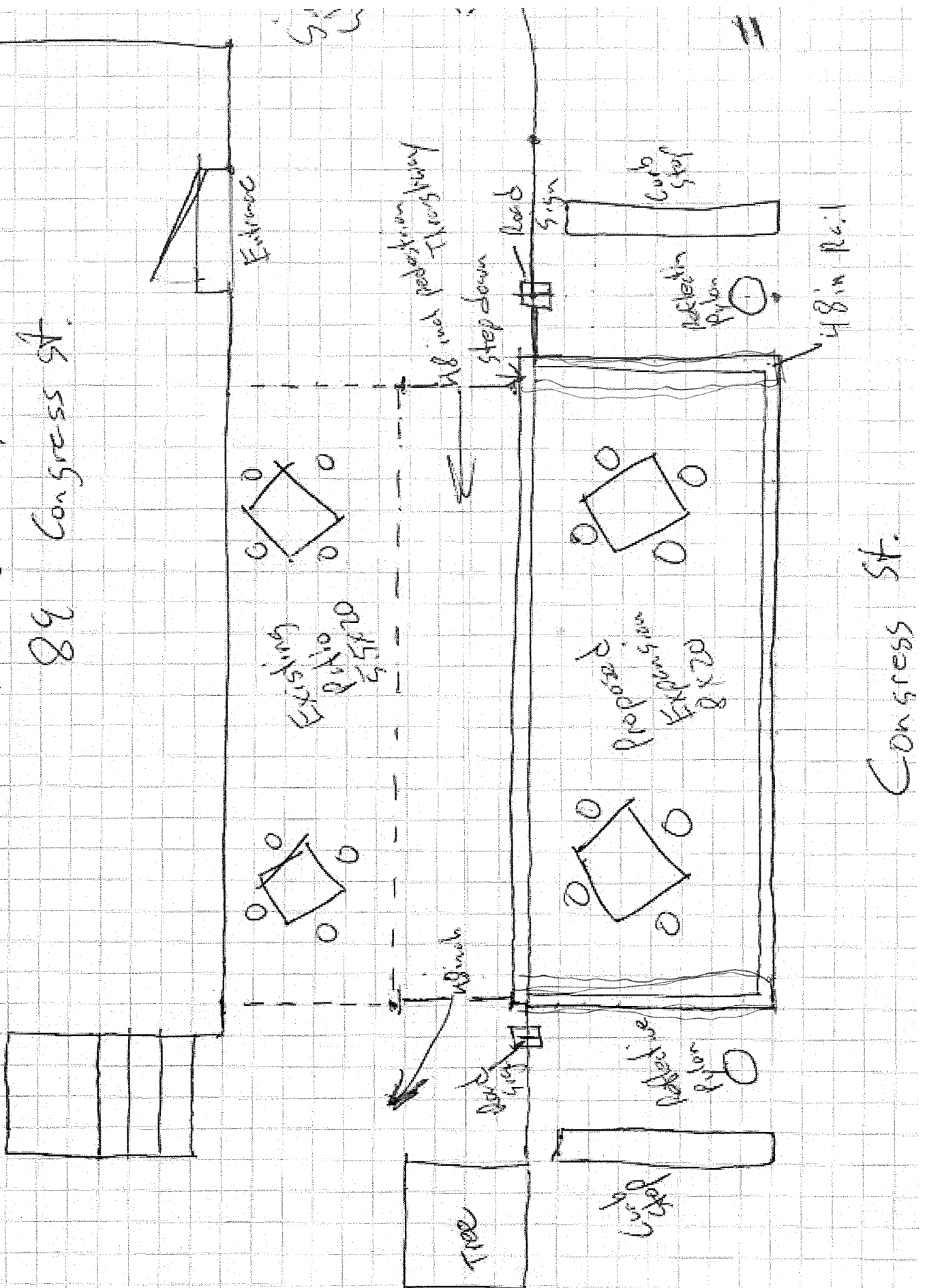
Parking: _____

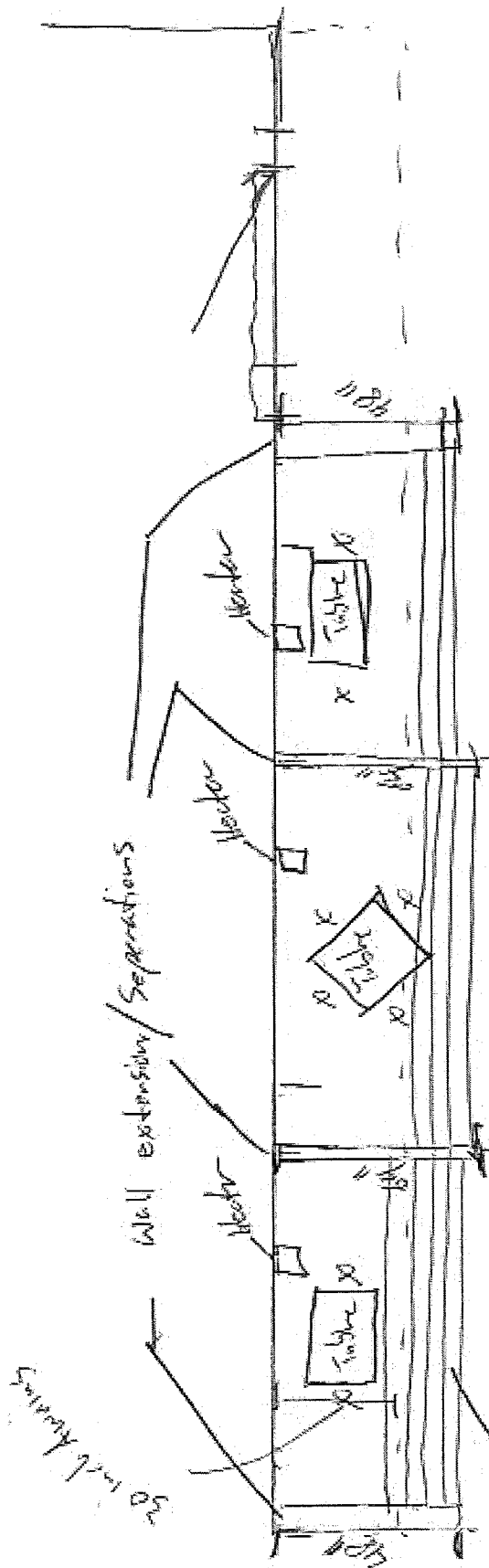
Permitting: _____

Police: _____

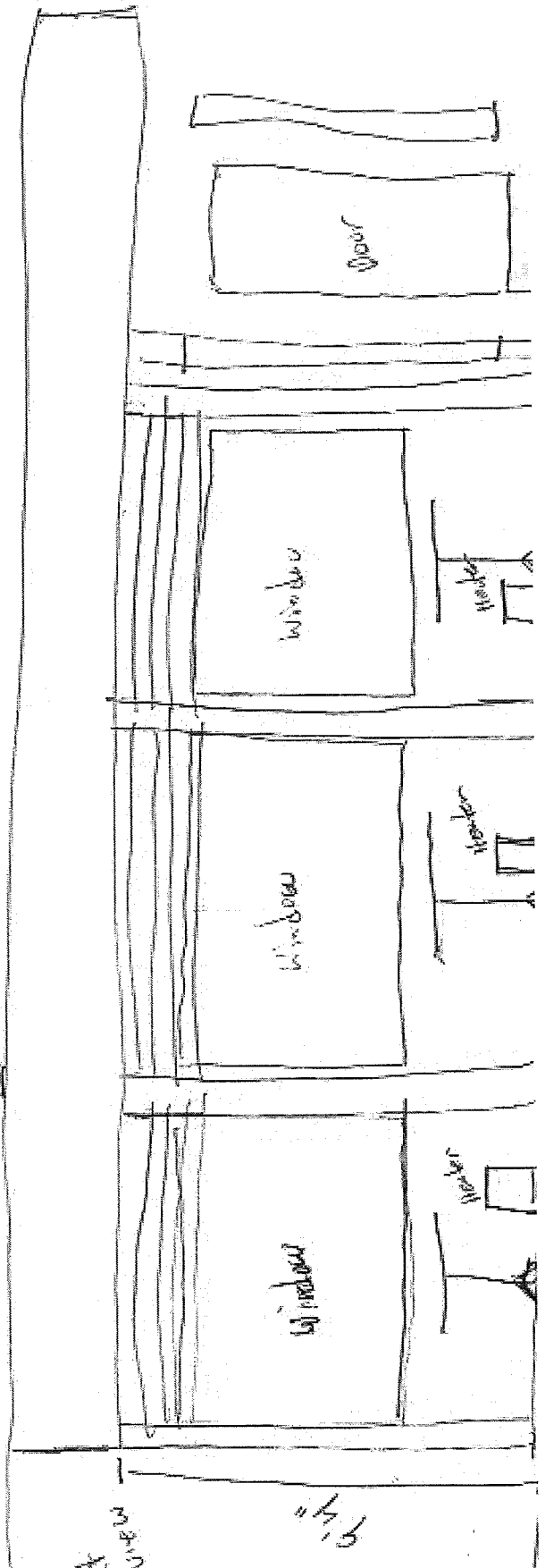
Treasury: _____

The Blue Spoon 89 Congress St.





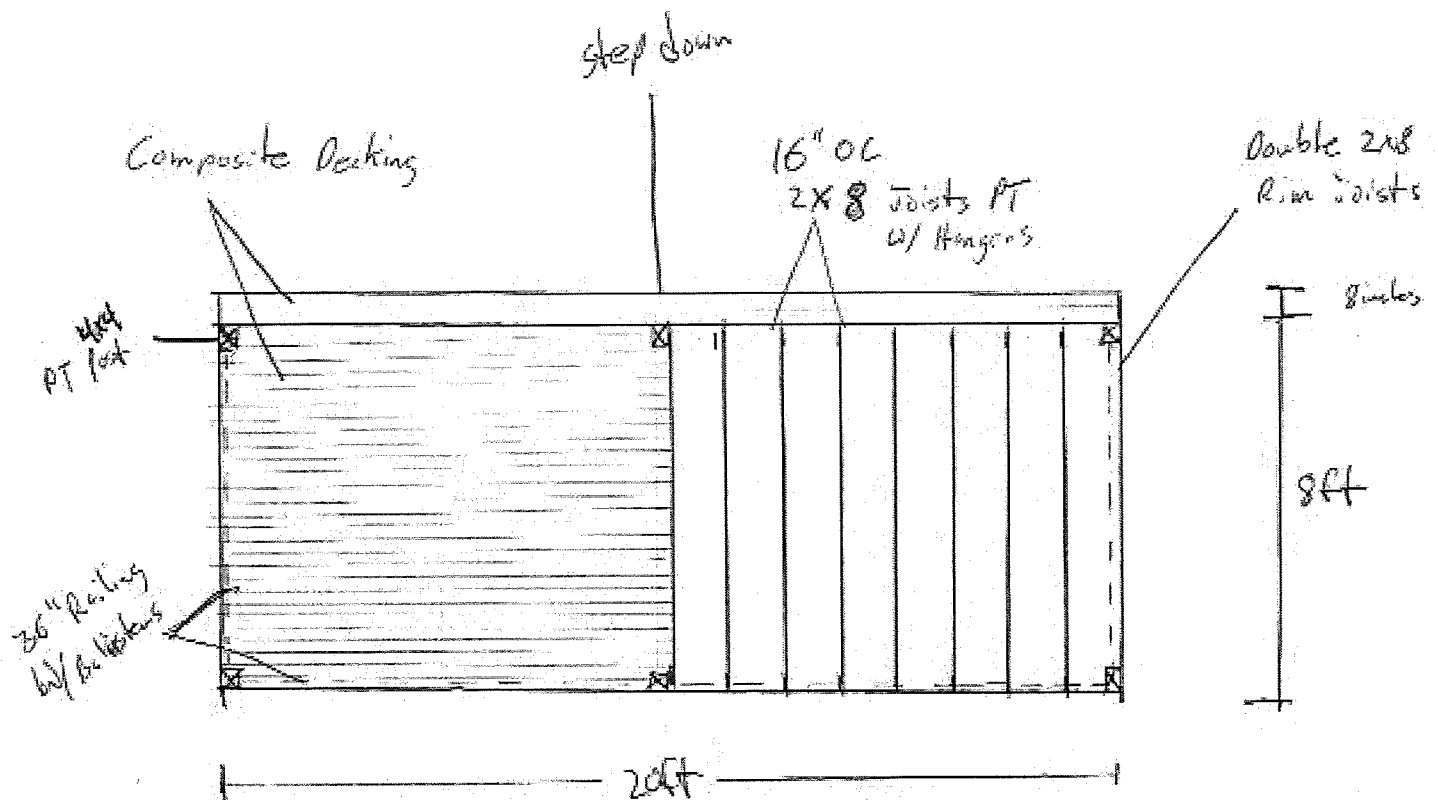
Call with questions
Will @ 719-444-9635



Deck will consist of 2x8 + 4x4 PT
lumber with Galvanized hangers. Built with
GRK screws for ease of disassembly. Composite
decking and PVC Railings will be used.

Call Will Lavey @ 719 494 9635 w/ Questions

Thank You



MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 28, 2022

SUBJECT: Order 194-21/22 Granting Municipal Officers' Approval of Bailey Pickle LLC, dba Rosie's Restaurant and Pub. Application for Parklet Outdoor Dining at 330 Fore Street - Sponsored by Danielle P. West, Interim 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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/14/22. New City application. Owner currently holds a Class XI Restaurant/Lounge.

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. Rosies Restaurant
2. Rosies Restaurant_Council Packet

Prepared by:

Date: 03/28/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF
PORTLAND**
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:

**Bailey Pickle LLC, dba Rosie's Restaurant and Pub. Application for Parklet Outdoor
Dining at 330 Fore Street**



LETTER OF INTENT

ATTN: Portland Mayor and members of the City Council

DATE: 3-1-2022

RE: Parklet Outdoor Dining

It is our intention to have outside seating at Rosie's Restaurant and Pub at 330 Fore St for the spring/summer of 2022.

We currently have outside seating under the previous approval for winter outside dining and had outside seating in the summer of 2021.

The concept is to continue with the setup we have been using since the summer of 2021, where we set up picnic tables on the cobblestones without a platform. Our electrical service is limited to perimeter lighting, with decorative barrels/plants and a rope to establish the barrier.

We are grateful for our city's support as we emerge from this unprecedented pandemic.

Sincerely,

Larry Cushing, Operations Managers

330 Fore St. Portland, Maine 04101
207 772-5656



CITY OF PORTLAND
Permitting and Inspections Department

**Parklet Outdoor Dining
Supplemental Application**

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor License
Valid April 15-November 1

☒ Legal Advertisement Deposit \$100.00	
☐ 1 Parklet space \$3,000.00	☒ 2 Parklet spaces \$5,000.00

Business Information			
Establishment Name (d/b/a):	Rosies Restaurant and Pub	Phone:	207-772-5656
Location Address:	330 Fore St.	Zip:	04101
Mailing Address:	34 Patricia Lane Portland, Me	Zip:	04103
Contact Person:	Larry Cushing	Phone:	207 615-4501
Contact Person Email:	LarryCushing@outlook.com		
Manager of Establishment:	Larry Cushing	Date of Birth:	02/04/72
		Phone:	207 615-4501
Owner of Premises (Landlord):	J & R Ventures		
Address of Premises Owner (Landlord):	330 Fore St Portland, Maine 04101		Zip:

Owner Information

Corporate Name		Corporate Mailing Address	
Bailey Pickle LLC		34 Patricia Lane Portland, Me 04103	
Contact Person:	Larry Cushing	Phone:	207 615-4501
Principal Officers		Title	Residence Address
		Date of Birth	
Amara EL	GM	07/27/51	395 Allen Ave Portland, Maine 04103
Larry Cushing	OPS MGR	02/04/72	105 Winthrop Rd. Readfield, Maine 04355

About Your Establishment

Class of License:	Class A Restarunt/Lounge
Type of food served:	Classic Pub Food
Please circle all that will be served:	☒ Beer ☒ Wine ☒ Liquor
Hours & days of operation:	7 Days a week 11am-1am
Number of Tables	5 Picnic tables and 4 square pedestal cafe tables
Number of Chairs	12 chairs

Parklet Regulations

Pursuant to Chapter 25 of the City's Code of Ordinances, a permit is required for expanding food service to the outside of all properties. Outdoor dining permits for parking and other alternative public spaces will be issued under Chapter 25 and these regulations pursuant to the following requirements:

- Any food service operation located on City property pursuant to a permit issued hereunder must comply with state and local laws with respect to service of food and/or alcohol;
- For any outdoor dining operation located in a public parking space, the permit holder shall construct a platform, on which tables and chairs will sit. The platform must be built of durable, slip resistant materials such as composite plastic or construction-grade lumber. This platform may remain for the entire outdoor dining season (April 15-November 1) but must be removed upon conclusion;
- Any space occupied hereunder must be laid out in such a way that it complies with the requirements of the Americans with Disabilities Act. Including 5% of handicap seating. The required platform must be flush with any abutting sidewalk.
- Any movable items on the outdoor dining area must be secured against wind and theft and locked or removed when the business is closed.
- Any outdoor dining spaces permitted hereunder must be located immediately in front of the business. Where parking spaces are not striped (such as in multi-space meter areas) the location of any outdoor dining space must be located to minimize loss of effective parking spaces
- Only 2 hour metered parking spots can be utilized. Parking spot size is 8 feet by 20 feet.
- Any outdoor dining space must provide railings or other substantive barriers *along the edges* to protect patrons;
- Wheel stops satisfactory to the Permitting & Inspections Director must be placed at the front and rear sides of the outdoor dining platform, no less than 4 feet from the edges of the platform. In addition, flexible bollards shall be provided at the corners of the platform.
- Construction of the platform must allow water runoff to easily flow under platform;
- No attachments to the pavement or curbing are permitted;
- No covers are permitted over the outdoor dining space other than umbrellas;
- No advertising other than labels identifying the business is permitted on the outdoor dining space;
- No outdoor dining space in the vehicular right of way is permitted within 15' of an intersection;
- No outdoor dining space will be permitted within the vehicular right of way on a high traffic street, as determined by Public Works. Generally, these streets have a speed limit of over 25 miles per hour, a traffic volume of over 5,000 AADT, or a functional classification of Arterial or above;
- No outdoor dining space will be permitted on a street that does not have 12' clear in the middle after all parking and platforms are accounted for; and
- In any street that is entirely closed to traffic at certain times of the day, the street may be used for outdoor dining subject to relevant requirements listed above, adjusting for the unique condition of an entirely closed street.
- Street Closures include: Wharf Street, Dana Street, and Milk Street (between Exchange and Market only)
- After 4/15, Middle Street will go back to normal and the businesses will need to apply for a regular Parklet

Barriers

- Shall not include commercial signage.

Maintenance and Operations

- 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.



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 _____

Title Ops Manager

Date 3-1-2022

For Administrative Use Only

Fire: _____

Health: _____

Parking: _____

Permitting: _____

Police : _____

Treasury: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/1/2022

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 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).

PRODUCER Kasprzak Insurance 787 Sokokis Trail PO Box 23 No. Waterboro ME 04061		CONTACT NAME: Marina Salang-White PHONE (A/C, No, Ext): (207) 247-4959 E-MAIL: marina@kasprzakinsurance.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Casualty Co of Amer INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: NAIC # 19046	
INSURED Bailey Pickle LLC dba Rosie's Restaurant & Pub 330 Fore Street Portland ME 04101			

COVERAGES

CERTIFICATE NUMBER: CL21101563824

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	X		6802G181249	8/1/2021	8/1/2022	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						Medical payments \$
	☐ ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	☐ HIRED AUTOS						BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	☐ OCCUR						\$
	☐ CLAIMS-MADE						
	DED						PER STATUTE
	RETENTION \$						OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						E.L. EACH ACCIDENT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Sidewalk Dining @ 330 Fore Street, Portland, Maine

Certificate Holder is named as Additional Insured under the General Liability respects to the above.

CERTIFICATE HOLDER**CANCELLATION**

City of Portland, Maine
389 Congress Street
Portland, ME 04101

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

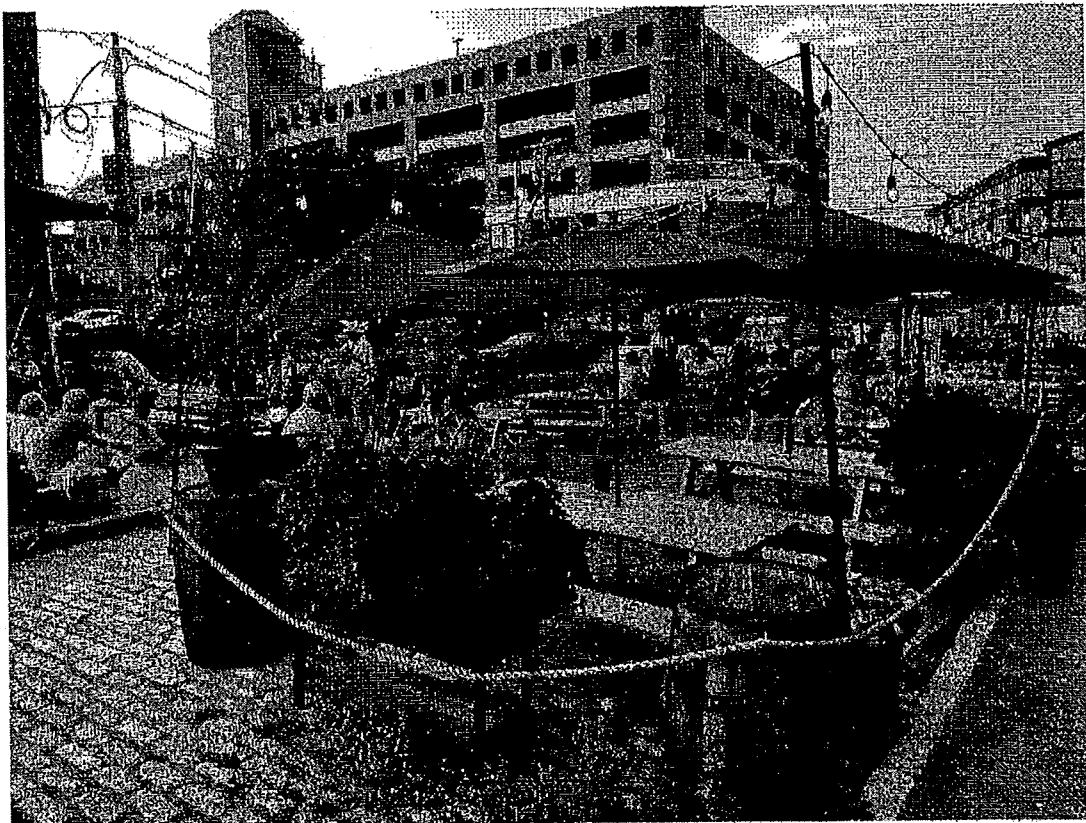
Stephen Kasprzak/MSW

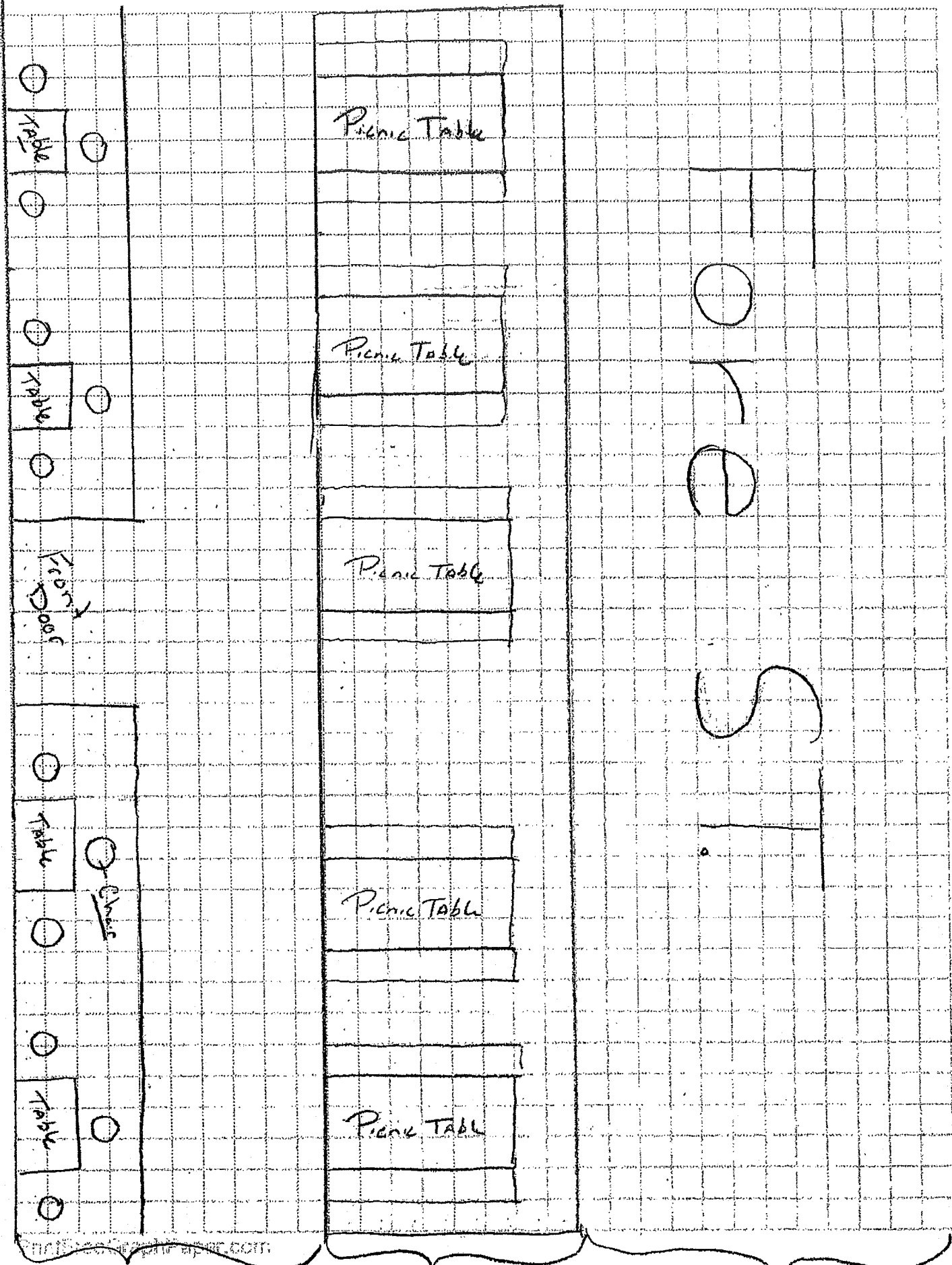
© 1988-2014 ACORD CORPORATION. All rights reserved.

View of seating in Front of Rosies



View of Parklet area (Modified with only a single row of tables)





Sidewalk

Parklet

SPR
Page 136

Fore St.

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 28, 2022

SUBJECT: Order 195-21/22 Granting Municipal Officers' Approval of Highroller Lobster LLC, dba Highroller Lobster Co. Application for Parklet Outdoor Dining at 104 Exchange Street - Sponsored by Danielle West, Interim 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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/14/22. New City application. Owner currently holds a Class I FSE.

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. Highroller Lobster Co
2. Highroller Lobster_Council Packet

Prepared by:

Date: 03/28/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF
PORTLAND**
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:

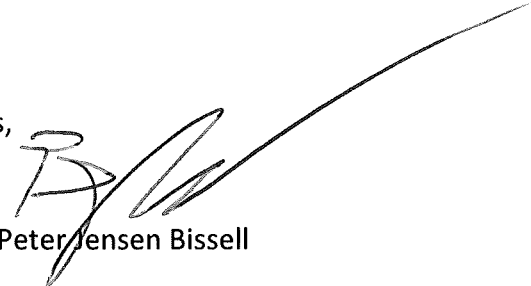
**Highroller Lobster LLC, dba Highroller Lobster Co. Application for Parklet Outdoor
Dining at 104 Exchange Street**

FROM THE DESK OF:
Peter Jensen Bissell
Highroller Lobster Co
104 Exchange St
Portland ME

To Mayor Snyder & the Council,

Please accept this request by Highroller Lobster Company to apply for two parklet spaces in front of our restaurant, located at 104 Exchange Street, for the allotted season.

Regards,



Peter Jensen Bissell



CITY OF PORTLAND
Permitting and Inspections Department

**Parklet Outdoor Dining
Supplemental Application**

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor License
Valid April 15-November 1

- ☒ Legal Advertisement Deposit \$100.00
☐ 1 Parklet space \$3,000.00 ☒ 2 Parklet spaces \$5,000.00

Business Information	
Establishment Name (d/b/a):	HIGHROLLER LOBSTER CO
Location Address:	104 EXCHANGE ST
Mailing Address:	11
Contact Person:	Peter Bissell
Contact Person Email:	peter@bissellbrothers.com
Manager of Establishment:	Peter Bissell
Owner of Premises (Landlord):	JOE PALACCI
Address of Premises Owner (Landlord):	112 JEANNE ST, PORTLAND ME 07102

Owner Information

Corporate Name		Corporate Mailing Address	
		104 Exchange St	Zip: 07101
Contact Person:	Peter Bissell	Phone:	207-423-3622
Principal Officers			
	Title	Date of Birth	Residence Address
Peter Bissell	owner	8/10/83	23 Clemons St. SoPo
Baxter Key	owner	6/24/91	18 Larchwood Rd SoPo
Andy Gerry	owner	5/6/91	44 Lubec St. SoPo

About Your Establishment

Class of License:	I
Type of food served:	SEAFOOD
Please circle all that will be served:	Beer Wine Liquor
Hours & days of operation:	7 DAYS 11am-9pm
Number of Tables	17
Number of Chairs	80

Parklet Regulations

Pursuant to Chapter 25 of the City's Code of Ordinances, a permit is required for expanding food service to the outside of all properties. Outdoor dining permits for parking and other alternative public spaces will be issued under Chapter 25 and these regulations pursuant to the following requirements:

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- Any movable items on the outdoor dining area must be secured against wind and theft and locked or removed when the business is closed.
- Any outdoor dining spaces permitted hereunder must be located immediately in front of the business. Where parking spaces are not striped (such as in multi-space meter areas) the location of any outdoor dining space must be located to minimize loss of effective parking spaces
- Only 2 hour metered parking spots can be utilized. Parking spot size is 8 feet by 20 feet.
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- Wheel stops satisfactory to the Permitting & Inspections Director must be placed at the front and rear sides of the outdoor dining platform, no less than 4 feet from the edges of the platform. In addition, flexible bollards shall be provided at the corners of the platform.
- Construction of the platform must allow water runoff to easily flow under platform;
- No attachments to the pavement or curbing are permitted;
- No covers are permitted over the outdoor dining space other than umbrellas;
- No advertising other than labels identifying the business is permitted on the outdoor dining space;
- No outdoor dining space in the vehicular right of way is permitted within 15' of an intersection;
- No outdoor dining space will be permitted within the vehicular right of way on a high traffic street, as determined by Public Works. Generally, these streets have a speed limit of over 25 miles per hour, a traffic volume of over 5,000 AADT, or a functional classification of Arterial or above;
- No outdoor dining space will be permitted on a street that does not have 12' clear in the middle after all parking and platforms are accounted for; and
- In any street that is entirely closed to traffic at certain times of the day, the street may be used for outdoor dining subject to relevant requirements listed above, adjusting for the unique condition of an entirely closed street.
- Street Closures include: Wharf Street, Dana Street, and Milk Street (between Exchange and Market only)
- After 4/15, Middle Street will go back to normal and the businesses will need to apply for a regular Parklet

Barriers

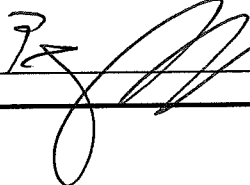
- Shall not include commercial signage.

Maintenance and Operations

- 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.



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  Title Owner Date 3/9/22

For Administrative Use Only

Fire: _____

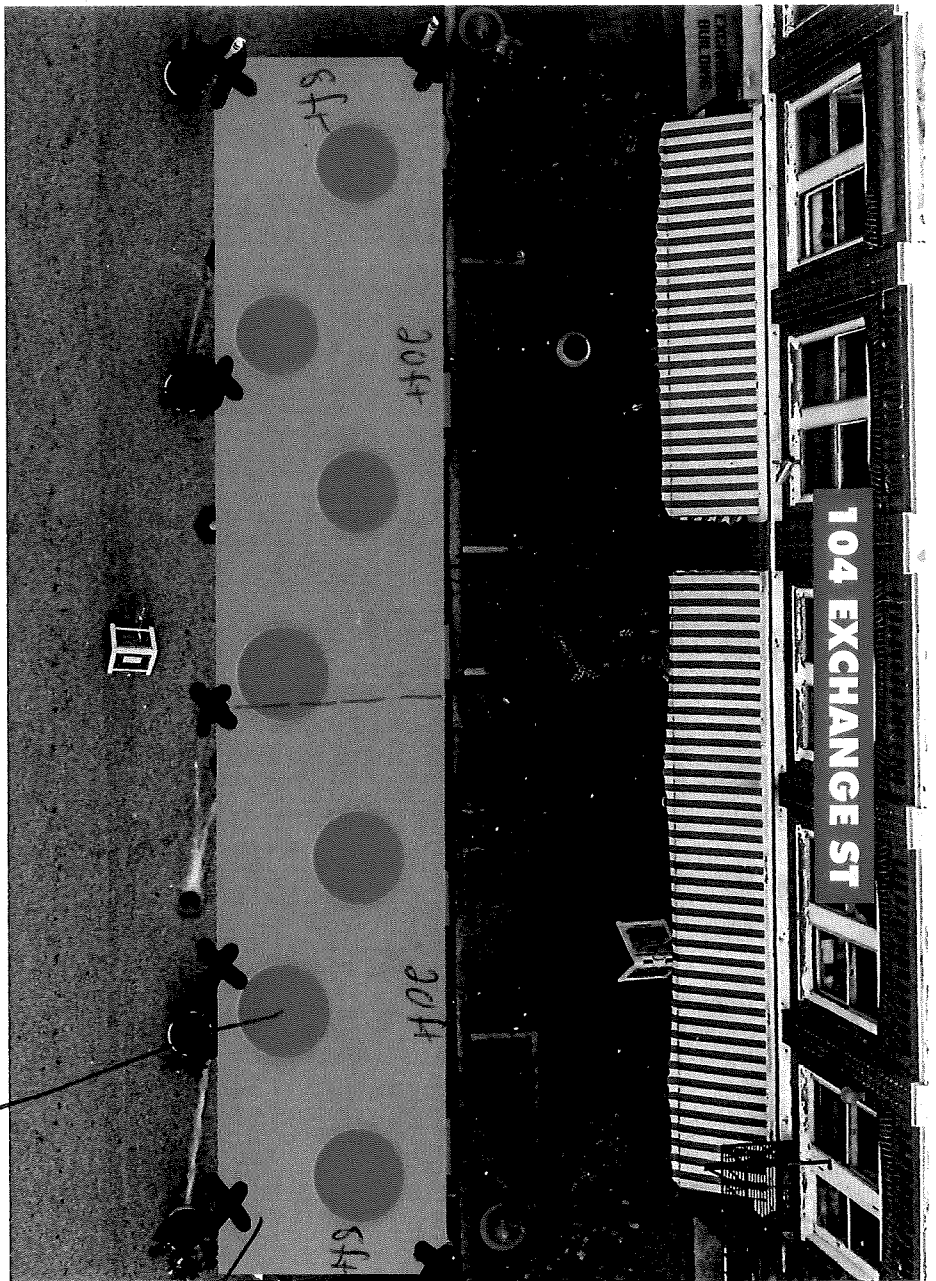
Health: _____

Parking: _____

Permitting: _____

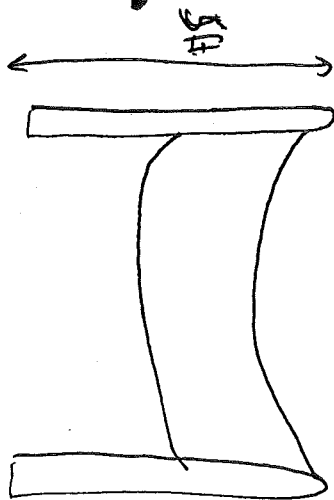
Police : _____

Treasury: _____



X = Post location

SIDE VIEW = Double-Door Stanchion



Wooden Platform
2x6s

HIGH-TOP TABLES (NO CHAIRS)

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 28, 2022

SUBJECT: Order 196-21/22 Granting Municipal Officers' Approval of Sablage LLC, dba Gross Confection Bar. Applications for Outdoor Dining on Public Property and Parklet Outdoor Dining at 57 Exchange Street - Sponsored by Danielle P. West, Interim 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

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

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/14/22. New City applications. Owner currently holds a Class I FSE.

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

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VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Gross Confections
2. Gross Confections_Council Packet

Prepared by:

Date: 03/28/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF
PORTLAND**
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:

**Sablage LLC, dba Gross Confection Bar. Applications for Outdoor Dining on Public
Property and Parklet Outdoor Dining at 57 Exchange Street**



TO: The Mayor and Members of the City Council of the City of Portland, Maine

**FROM: Sablage LLC d/b/a/ Gross Confection Bar
57 Exchange St
Portland, ME 04101**

RE: Letter of Intent to serve food and beverages (non-alcoholic and alcoholic) on the sidewalks of Exchange and Middle Streets

DATE: February 26. 2022

Sablage LLC d/b/a Gross Confection Bar is applying for a permit to serve food and beverages on the sidewalks of Exchange and Middle Streets adjacent to its demised premise in accordance with the City of Portland Supplemental Application Process.



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 15

- ☐ Legal Advertisement Deposit \$100.00
- ☒ Outdoor Dining on Public Property \$84.00 plus \$2.00 per Square foot $\$2.00 \times 332 \text{ SF} = 664 = \748
- ☐ Outdoor Dining on Public Property in a City Park \$84.00 plus \$6.30 per Square foot $\$6.30 \times \text{SF} = \text{_____}$

Business Information			
Establishment Name (d/b/a):	GROSS Confection Bar	Phone:	207 956-7208
Location Address:	57 Exchange + 172 Middle Sts	Zip:	04101
Mailing Address:	57 Exchange St	Zip:	04101
Contact Person:	Greg Arruda	Phone:	207 650-2971
Contact Person Email:	greg@grossconfectionbar.com		
Manager of Establishment:	Greg Arruda	Date of Birth:	6/3/53
		Phone:	207 650-2971
Owner of Premises (Landlord):	57 Exchange St LLC		
Address of Premises Owner (Landlord):	Dirigo Management	Zip:	04101

Owner Information

Corporate Name		Corporate Mailing Address	
Sablabe LLC		57 Exchange St Zip: 04101	
Contact Person:	Brant Dadaleares	Phone:	207 650-1763
Principal Officers	Title	Date of Birth	Residence Address
Brant Dadaleares	Chef/owner	12/15/70	152 Cumberland Ave 04101
David Clark	owner	9/30/65	3766 Ashwood Ave LA, CA 90066



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 Chief/owner Date 3/26/22

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 _____		



CITY OF PORTLAND
Permitting and Inspections Department

**Parklet Outdoor Dining
Supplemental Application**

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor License
Valid April 15-November 1

☒ Legal Advertisement Deposit \$100.00 ☐ 1 Parklet space \$3,000.00	☒ 2 Parklet spaces \$5,000.00 <i>Would it be possible to have the same & Baricades that we had last Season please? They have own 2060 own them.</i> <i>Thank you</i>
---	--

Business Information			
Establishment Name (d/b/a):	Gross Confection Bar	Phone:	207 956-7208
Location Address:	57 EXCHANGE ST	Zip:	04101
Mailing Address:	57 EXCHANGE ST	Zip:	04101
Contact Person:	Greg Arruda	Phone:	207 650-2971
Contact Person Email:	greg@grossconfectionbar.com		
Manager of Establishment:	Greg Arruda	Date of Birth:	6/3/53
		Phone:	207 650-2971
Owner of Premises (Landlord):	57 EXCHANGE ST LLC		
Address of Premises Owner (Landlord):	Agent	Dirigo Management	Zip: 04101

Owner Information

Corporate Name		Corporate Mailing Address	
Sablage LLC		57 EXCHANGE ST	
		Zip:	04101
Contact Person:	BRANT DADALEARS	Phone:	207 650-1763
Principal Officers	Title	Date of Birth	Residence Address
BRANT DADALEARS	Chief Owner	12/15/70	152 Cumberland Ave 04101
DAVID CLARK	Owner	9/30/65	3764 Ashwood Ave 90666

About Your Establishment

Class of License:	
Type of food served:	Dessert & Bakery
Please circle all that will be served:	Beer Wine Liquor
Hours & days of operation:	Thurs - Sunday 8am - 11pm
Number of Tables	5
Number of Chairs	20

Parklet Regulations

Pursuant to Chapter 25 of the City's Code of Ordinances, a permit is required for expanding food service to the outside of all properties. Outdoor dining permits for parking and other alternative public spaces will be issued under Chapter 25 and these regulations pursuant to the following requirements:

- Any food service operation located on City property pursuant to a permit issued hereunder must comply with state and local laws with respect to service of food and/or alcohol;
- For any outdoor dining operation located in a public parking space, the permit holder shall construct a platform, on which tables and chairs will sit. The platform must be built of durable, slip resistant materials such as composite plastic or construction-grade lumber. This platform may remain for the entire outdoor dining season (April 15-November 1) but must be removed upon conclusion;
- Any space occupied hereunder must be laid out in such a way that it complies with the requirements of the Americans with Disabilities Act. Including 5% of handicap seating. The required platform must be flush with any abutting sidewalk.
- Any movable items on the outdoor dining area must be secured against wind and theft and locked or removed when the business is closed.
- Any outdoor dining spaces permitted hereunder must be located immediately in front of the business. Where parking spaces are not striped (such as in multi-space meter areas) the location of any outdoor dining space must be located to minimize loss of effective parking spaces
- Only 2 hour metered parking spots can be utilized. Parking spot size is 8 feet by 20 feet.
- Any outdoor dining space must provide railings or other substantive barriers *along the edges* to protect patrons;
- Wheel stops satisfactory to the Permitting & Inspections Director must be placed at the front and rear sides of the outdoor dining platform, no less than 4 feet from the edges of the platform. In addition, flexible bollards shall be provided at the corners of the platform.
- Construction of the platform must allow water runoff to easily flow under platform;
- No attachments to the pavement or curbing are permitted;
- No covers are permitted over the outdoor dining space other than umbrellas;
- No advertising other than labels identifying the business is permitted on the outdoor dining space;
- No outdoor dining space in the vehicular right of way is permitted within 15' of an intersection;
- No outdoor dining space will be permitted within the vehicular right of way on a high traffic street, as determined by Public Works. Generally, these streets have a speed limit of over 25 miles per hour, a traffic volume of over 5,000 AADT, or a functional classification of Arterial or above;
- No outdoor dining space will be permitted on a street that does not have 12' clear in the middle after all parking and platforms are accounted for; and
- In any street that is entirely closed to traffic at certain times of the day, the street may be used for outdoor dining subject to relevant requirements listed above, adjusting for the unique condition of an entirely closed street.
- Street Closures include: Wharf Street, Dana Street, and Milk Street (between Exchange and Market only)
- After 4/15/22, Middle Street will go back to normal and the businesses will need to apply for a regular Parklet

Barriers

- Shall not include commercial signage.

Maintenance and Operations

- 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.



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 _____

Title _____

Date _____

3/10/22

For Administrative Use Only

Fire: _____

Health: _____

Parking: _____

Permitting: _____

Police : _____

Treasury: _____

Exchange ST

1' Packlet 10' x 20'

6 Tables

4 Tables 27.5'

19' x 5' 8" x 8"

Proposed Sidewalk Seating
Same as 2020

Gross
Confection

Bar

57 Exchange ST + 172 Middle ST

Salt
Cellar

3 Tables 20'
7' 12'

Middle ST.

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 28, 2022

SUBJECT: Order 197-21/22 Granting Municipal Officers' Approval of Jing Yan LLC, dba Jing Yan. Application for Outdoor Dining on Public Property at 90 Congress Street - Sponsored by Danielle P. West, Interim 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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/7/22. New City applications. Owner currently holds a Class I FSE.

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. Jing Yan
2. Jing Yan_Council Packet

Prepared by:

Date: 03/28/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF
PORTLAND**
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:

**Jing Yan LLC, dba Jing Yan. Application for Outdoor Dining on Public Property at 90
Congress Street**

3/3/2022

Dear Mayor and Council Members,

My name is Britt Langford, and I am the owner of Jing Yan located at 90 congress street. I am writing this letter to show my intent to serve alcohol at Jing Yan and also serve alcohol within the boundaries of our outdoor seating area.

Thank you,

Britt Langford

Jing Yan

90 Congress Street Portland, ME

207-272-8349

A handwritten signature in black ink, appearing to read 'Britt Langford', with a long horizontal flourish extending to the right.



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 15

- ☒ Legal Advertisement Deposit \$100.00
- ☒ Outdoor Dining on Public Property \$84.00 plus \$2.00 per Square foot \$2.00 X 140 SF = 364
- ☐ 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):	JING VAN	Phone:	207.272.8349		
Location Address:	90 CONGRESS ST. PORTLAND	Zip:	04101		
Mailing Address:	1 REG ROC RD FALMOUTH, ME	Zip:	04105		
Contact Person:	BRITT LANGFORD	Phone:	207.272.8349		
Contact Person Email:	BRITT.LANGFORD@OUTDOOR.COM				
Manager of Establishment:	BRITT LANGFORD	Date of Birth:	2.19.1989	Phone:	207.272.8349
Owner of Premises (Landlord):	88 CONGRESS ST. LLC (BRITT LANGFORD)				
Address of Premises Owner (Landlord):	1 REG ROC RD FALMOUTH, ME 04105				

Owner Information

Corporate Name		Corporate Mailing Address	
JING VAN LLC		1 REG ROC RD. FALMOUTH, ME 04105	
Contact Person:	BRITT LANGFORD	Phone:	207.272.8349
Principal Officers	Title	Date of Birth	Residence Address
BRITT LANGFORD	OWNER	2.19.1989	1 REG ROC RD FALMOUTH, ME 04105
FAN ZHANG	MANAGER	8.11.1990	1 REG ROC RD FALMOUTH, ME 04105

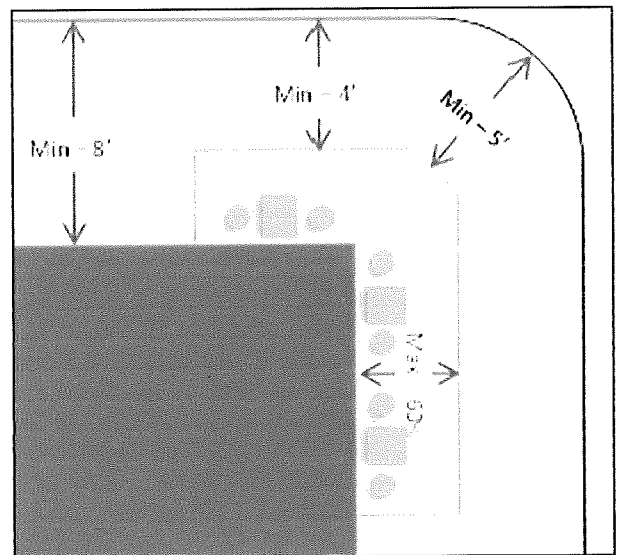


CITY OF PORTLAND
Permitting and Inspections Department

Class of License:	CASS 4 RESTAURANT
Type of food served:	FULL SERVICE
Please circle all that will be served:	Beer Wine Liquor
Hours & days of operation:	W, TH - SUN 4 PM - 10 PM
Number of Tables	2
Number of Chairs	8

Design and Construction

Existing Sidewalk Width (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"

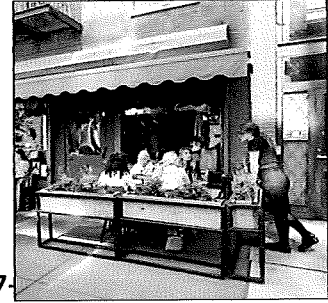


- Outdoor dining area shall not exceed 60% of the sidewalk width.
- A continuous, unobstructed sidewalk passage of 4 feet from the outer boundary of the seating area to the curb must be maintained. If the passage is not straight due to existing obstacles, then additional width may be required. Any changes 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

Title

OWNER

Date

3.2.2022

For Administrative Use Only

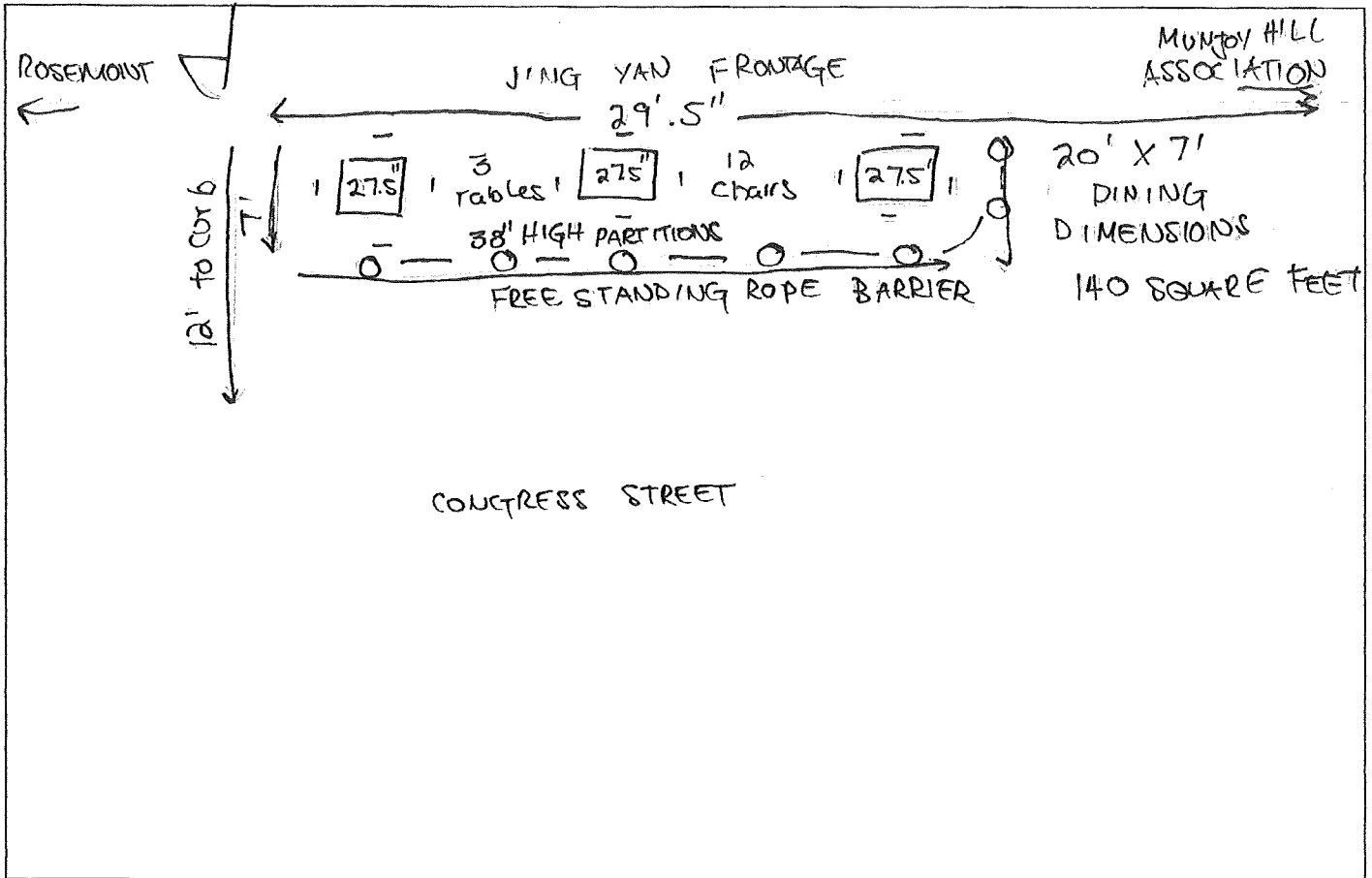
Amount: _____
Date Paid: _____
CC _____ CA _____ CK _____

Amount: _____
Date Paid: _____
CC _____ CA _____ CK _____

	Request Date /	Approval	Notes: _____
FD:	_____ / _____	_____	_____
Health:	_____ / _____	_____	_____
PD:	_____ / _____	_____	_____
Treasury:	_____ / _____	_____	_____
Zoning:	_____ / _____	_____	_____

EXTENSION AREA PREMISE DIAGRAM

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a temporary / permanent license premise. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including methods of monitoring and containment of certain area which you are requesting approval from the Division for liquor consumption.



For Office Use Only:

Date Filed: _____ Date Issued: _____ Issued By: _____

☐ Approved ☐ Not Approved

Subchapter 1: GENERAL CONDITIONS

§1051. LICENSES GENERALLY

3. Liquor not to be consumed elsewhere. Except as provided in paragraphs A and B and in section 1207, no licensee for the sale of liquor to be consumed on the premises where sold may personally or by an agent or employee, sell, give, furnish or deliver any liquor to be consumed elsewhere than upon the licensed premises. The service and consumption of liquor must be limited to areas that are clearly defined and approved in the application process by the bureau as appropriate for the consumption of liquor. Outside areas must be controlled by barriers and by signs prohibiting consumption beyond the barriers.

GENERAL NOTES:

1. RECORD COPY OF PARCEL, LUT, MAP, ETC., REFERRED TO IN THIS PLAN, PAGE 347.
2. RECORD COPY OF PARCEL, LUT, MAP, ETC., REFERRED TO IN THIS PLAN, PAGE 347.
3. RECORD COPY OF PARCEL, LUT, MAP, ETC., REFERRED TO IN THIS PLAN, PAGE 347.
4. RECORD COPY OF PARCEL, LUT, MAP, ETC., REFERRED TO IN THIS PLAN, PAGE 347.
5. RECORD COPY OF PARCEL, LUT, MAP, ETC., REFERRED TO IN THIS PLAN, PAGE 347.
6. RECORD COPY OF PARCEL, LUT, MAP, ETC., REFERRED TO IN THIS PLAN, PAGE 347.
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8. RECORD COPY OF PARCEL, LUT, MAP, ETC., REFERRED TO IN THIS PLAN, PAGE 347.
9. RECORD COPY OF PARCEL, LUT, MAP, ETC., REFERRED TO IN THIS PLAN, PAGE 347.
10. RECORD COPY OF PARCEL, LUT, MAP, ETC., REFERRED TO IN THIS PLAN, PAGE 347.

STATE OF MAINE, Cumberland 88.

Registry of Deeds

Recorded August 13, 2007

Plan Book 2007-4346

Sheet 1 of 3

Author: *[Signature]*

CONTRIBUTOR:

STATE OF MAINE, Cumberland 88.

Recorded August 13, 2007

Plan Book 2007-4346

Sheet 1 of 3

Author: *[Signature]*

RECORDING:

STATE OF MAINE, Cumberland 88.

Recorded August 13, 2007

Plan Book 2007-4346

Sheet 1 of 3

Author: *[Signature]*

RECORDING:

STATE OF MAINE, Cumberland 88.

Recorded August 13, 2007

Plan Book 2007-4346

Sheet 1 of 3

Author: *[Signature]*

RECORDING:

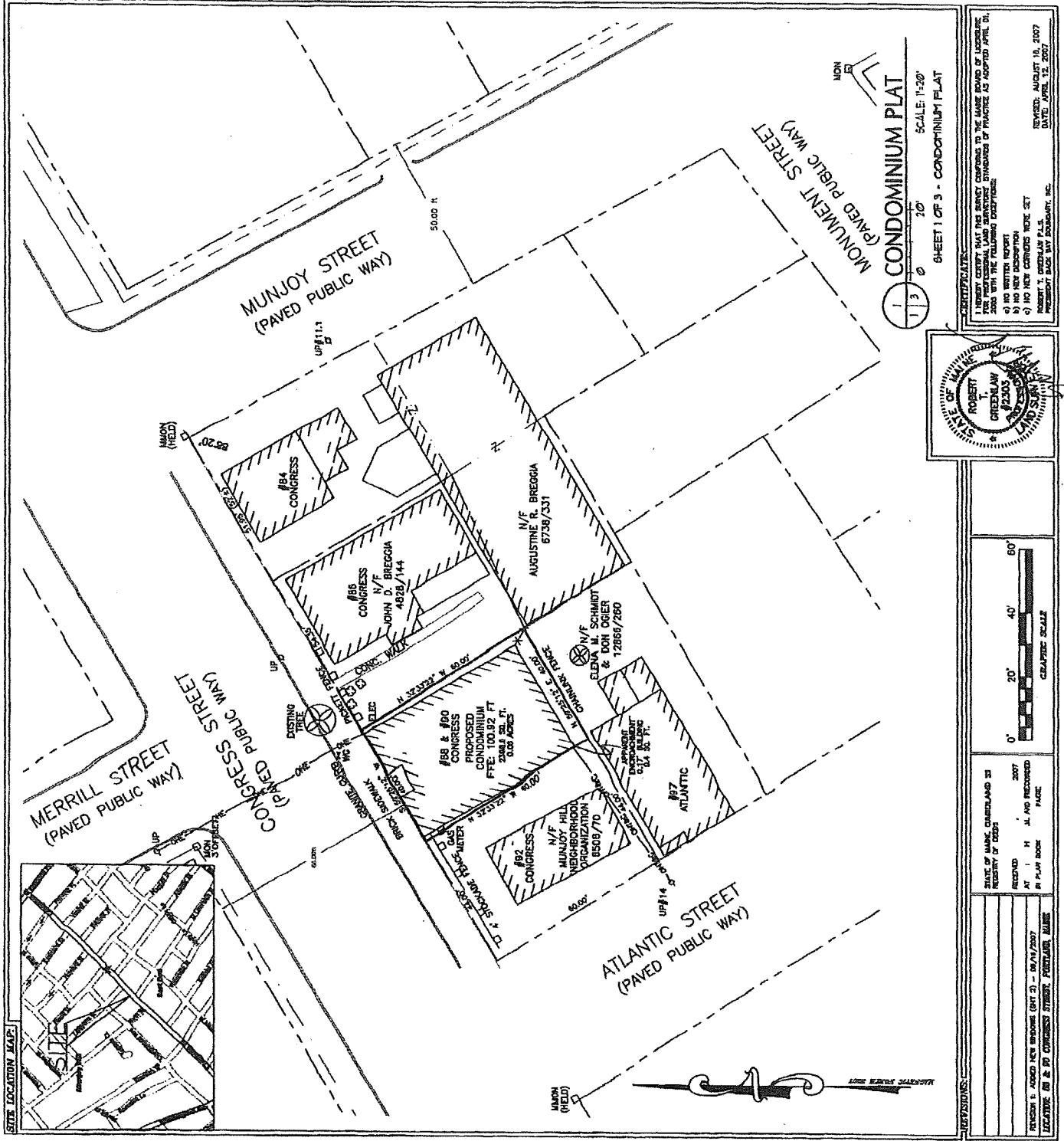
STATE OF MAINE, Cumberland 88.

Recorded August 13, 2007

Plan Book 2007-4346

Sheet 1 of 3

Author: *[Signature]*



MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 28, 2022

SUBJECT: Order 198-21/22 Granting Municipal Officers' Approval of Newsclapes Brewing Inc. dba Newsclapes Brewing. Application for Class IV FSE with Outdoor Dining on Private Property and Combined Entertainment at 163 Washington Street - Sponsored by Danielle P. West, Interim 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.

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

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/14/22. New City and State applications.

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. Newsclapes Brewing
2. Newsclapes Brewing_Council Packet

Prepared by:

Date: 03/28/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF
PORTLAND**
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

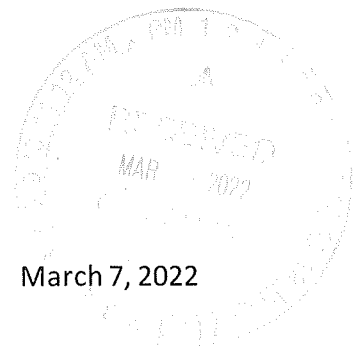
ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:

**Newscapes Brewing Inc. dba Newscapes Brewing. Application for Class IV FSE with
Outdoor Dining on Private Property and Combined Entertainment at 163 Washington
Street**

Letter of intent

Jeffrey Curran
Newscapes Brewing Inc.
163 Washington Ave
Portland ME. 04101

March 7, 2022



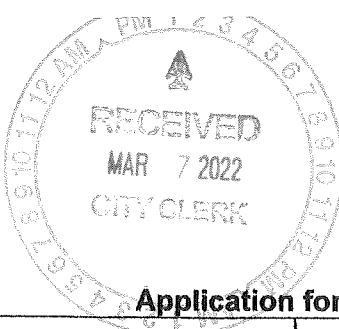
I Jeffrey a Curran owner of Newscapes Brewing Inc. intend to open a food service establishment with outside seating, and entertainment at 163 Washington Ave. Portland, ME. 04101.

Jeffrey A. Curran

A handwritten signature in dark ink, appearing to read 'Jeff Curran', written over a horizontal line.

Date

3/7/2022



MAR 07 2022

CITY OF PORTLAND

Permitting and Inspections Department

Application for Food Service Establishment with Alcoholic Beverages License

Business Information	
Business Name (d/b/a):	Newscapes Brewing Inc. Phone: 207-415-9933
Location Address:	163 Washington Ave. Portland ME Zip: 04101
If new, what was formerly at this location:	Newscapes Brewing Inc.
Mailing Address:	163 Washington Ave. Portland ME Zip: 04101
Contact Person:	Jeffrey A. Curran Phone: 207-831-0970
Contact Person Email:	newscapes@msn.com
Manager of Establishment:	Jeffrey A. Curran Date of Birth: 7/4/77 Phone: 207-831-0970
Owner of Premises (Landlord):	Jeffrey A. Curran
Address of Premises Owner:	163 Washington Ave. Zip: 04101

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

Name of Owner(s)	Date of Birth	Residence Address
N/A	N/A	N/A

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

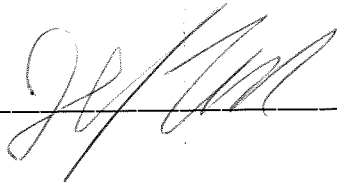
Corporate Name		Corporate Mailing Address	
Newscapes Brewing Inc.		163 Washington Ave. Portland ME Zip: 04101	
Contact Person:	Jeffrey A. Curran	Phone:	207-831-0970
Principal Officers	Title	Date of Birth	Residence Address
Jeffrey A. Curran	President	7/4/77	163 Washington Ave. Portland ME 04101
Class of Liquor License:		Restaurant Class IV	

Details

City application for food service establishment

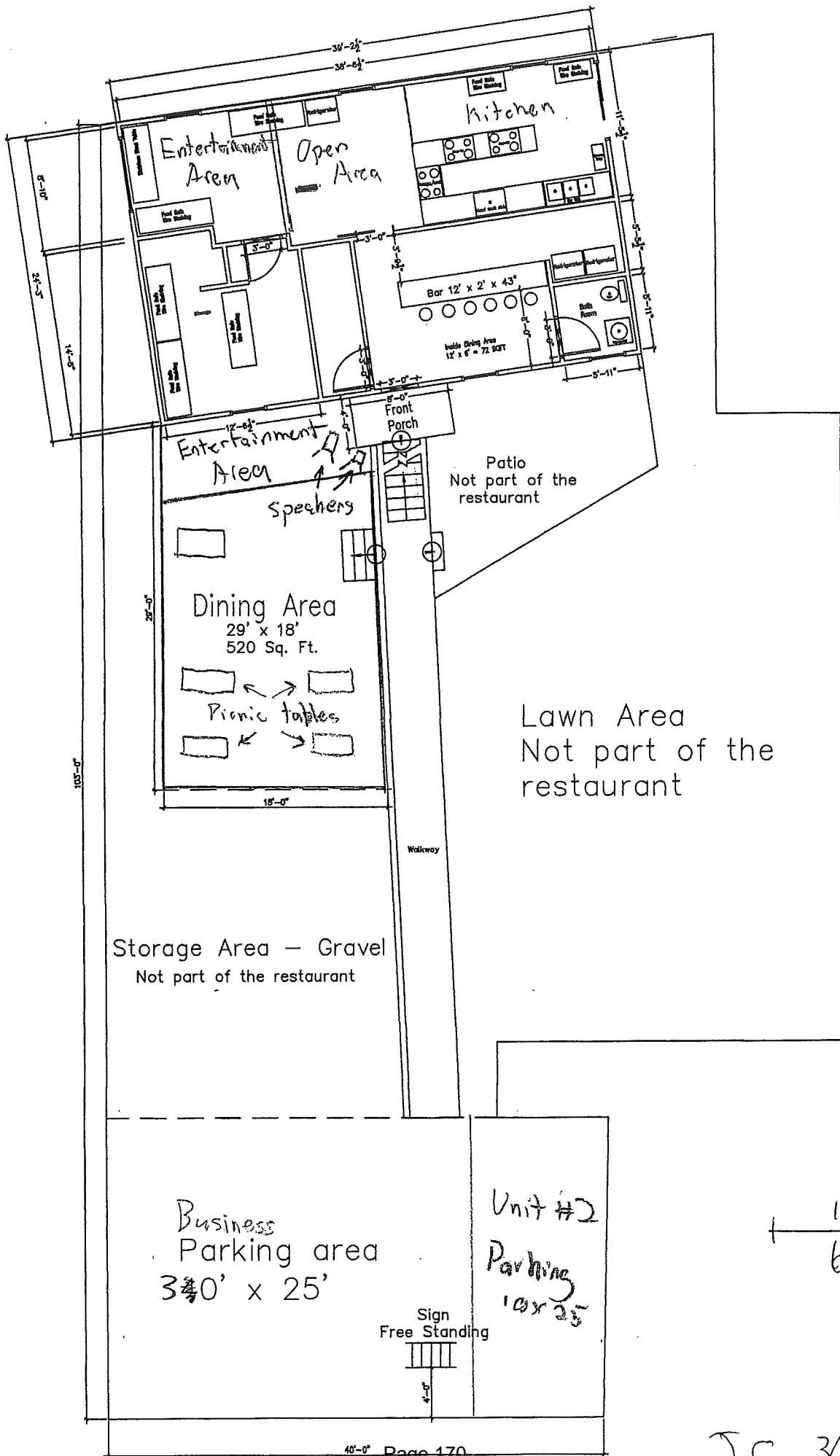
1. The proposed hours of operation are 7:00 am - 9:00 pm. However, we will begin with reduced hours to start such as 12:00 – 9:00.
2. In the morning hours 7:00 to 12:00 we would like to serve coffee and assorted breakfast foods such as but not limited to bagels, muffins, cinnamon buns, cookies and croissants. We will outsource from local establishments for some products and some we will prepare onsite. In the afternoon hours 12:00 to 9:00 we would like to serve pizza and pasta.
3. In the future we would like to add a small outside BBQ or smoker if we were allowed to, for limited time periods on certain days.
4. Outside entertainment would be restricted to hours of 5:00pm - 7:00pm, on Thursday and Friday afternoon, and on Saturdays from 1:00pm - 4:00pm.

Jeffrey A. Curran



Date

3/7/2022



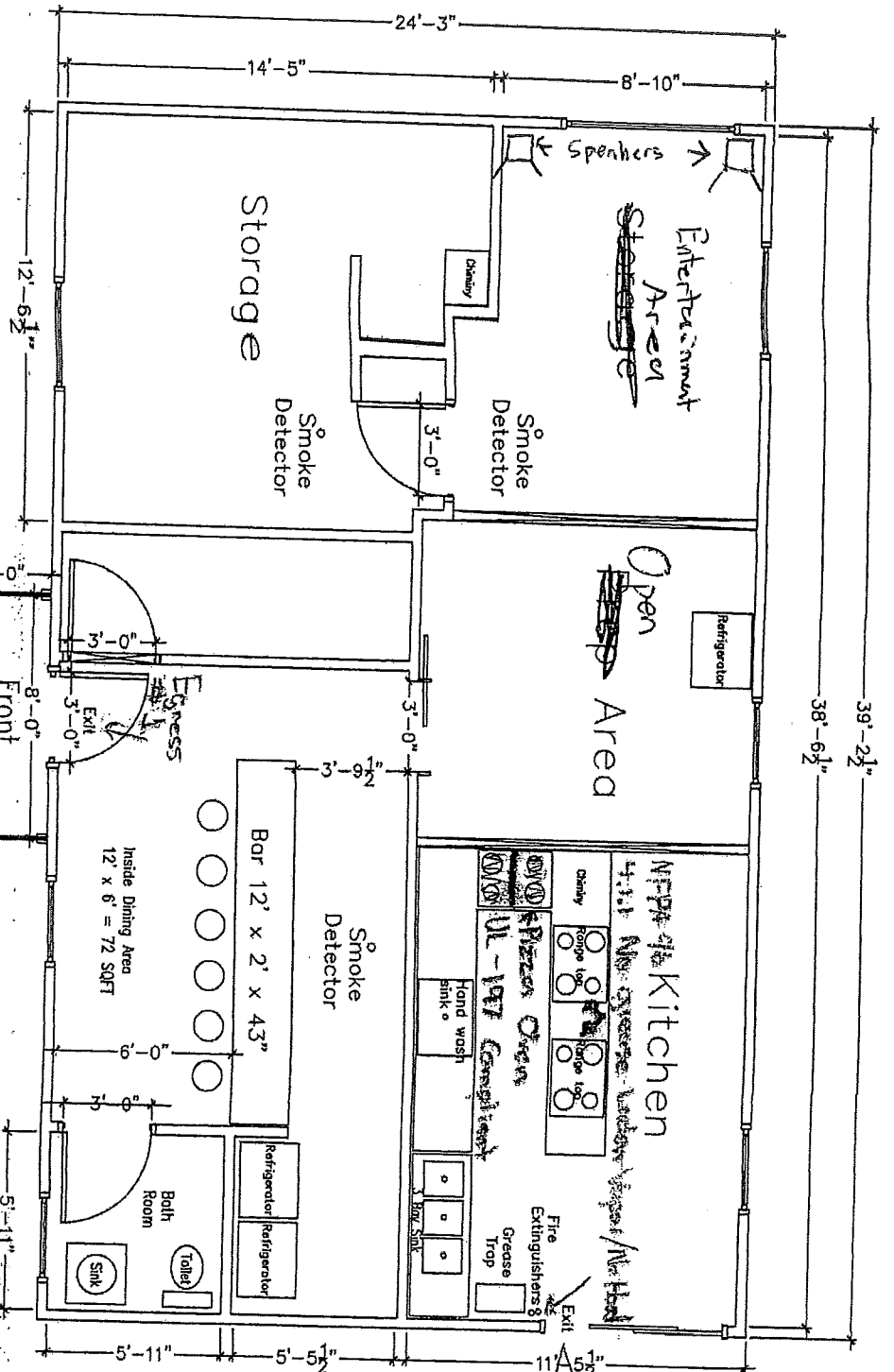
Revised 5/29 JC 3/7/2022

Life Safety Plan First floor plan, 163 Washington Ave

Stair rise 4'-5"
Run 6'-5"
Tread 11"
Riser 7"

Railing height 42"
Hand rail height 34"

5.4'
Scale



Fire Extinguishers
Next to Egress
1" Street rock

Two separate
Exits
Exits are
illuminated +
Have signs

Dead End
Corridor Leg
Max 12'

Common Path
distance

Travel distance
Max 50'

Occupancy
Merchant

Egress copy
2

Egress #2
To ground level

Menu

Breakfast 7:00am – 12:00pm

Coffee

Tea

Toast of the day

Muffin

Cookie

Croissant

Cinnamon bun

Bagel

Lunch / dinner 12:00pm – 9:00pm

Draft beer

soda

Pizza

Garlic bread

Pasta

J.C. 3/7/2022



CITY OF PORTLAND
Permitting and Inspections Department

Application for an Entertainment License



☐ Indoor Entertainment \$500.00	☐ Outdoor Entertainment \$700.00	☒ Combined Entertainment \$800.00
☒ Sound Mitigation Fee \$150.00		

Business Information	
Business Name (d/b/a):	Newscapes Brewing Inc. Phone: 207-415-9933
Location Address:	163 Washington Ave. Portland ME Zip: 04101
Owner Name:	Jeffrey A. Curran Phone: 207 831 0970
Owner Email:	newscapes@msn.com
Contact Person responsible for Entertainment:	Jeffrey A. Curran Phone: 207 831 0970
Contact Person Email:	newscapes@msn.com
Manager of Establishment:	Jeffrey A. Curran Phone: 207 831 0970
Manager Email:	newscapes@msn.com

About Your Establishment

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

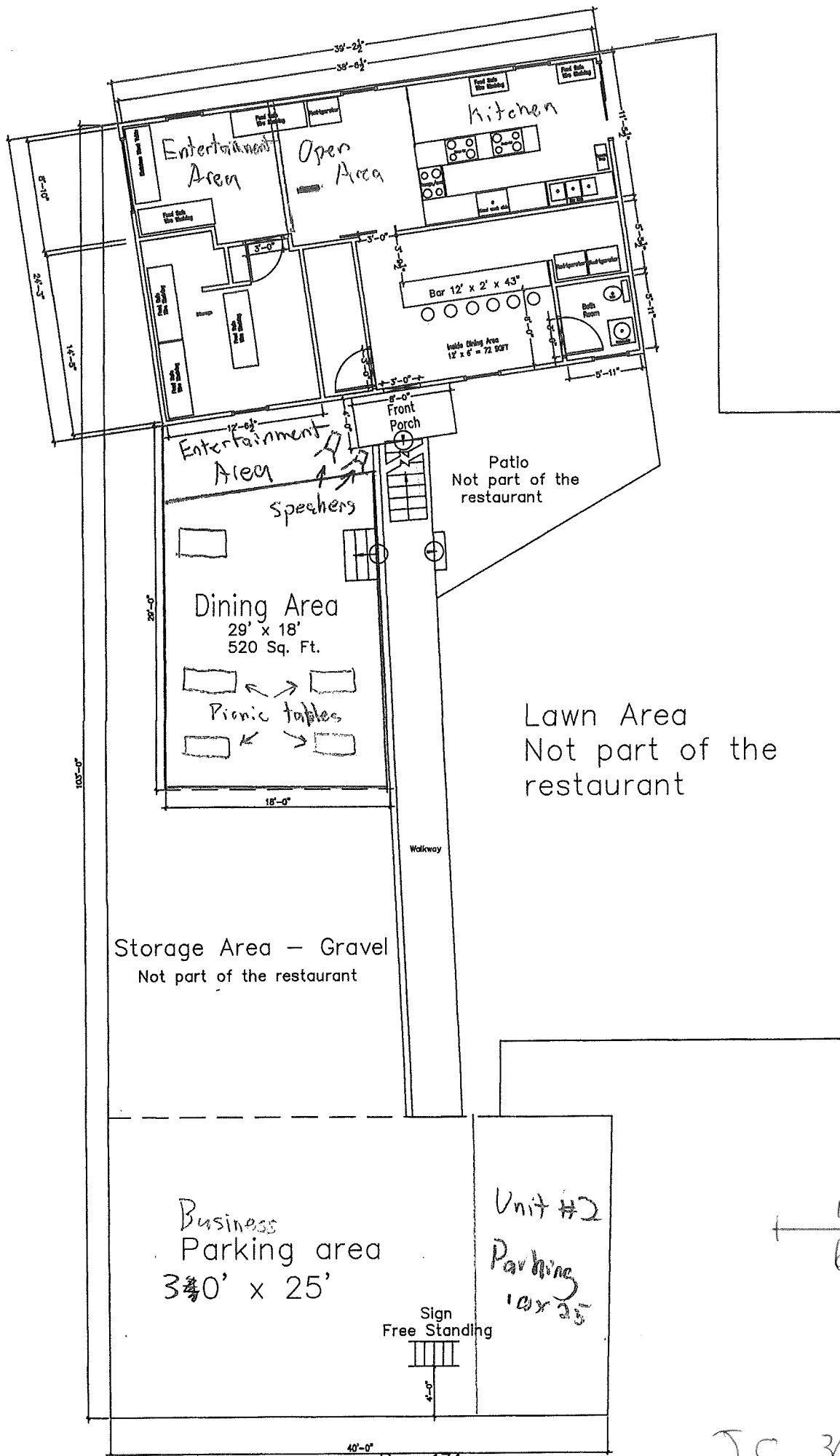
FSE w/ Live entertainment (Restaurant Class IV)
 Outside entertainment would be restricted to 5:00pm-7:00pm, on Thursday
 + Friday afternoon, and on Saturdays from 1:00-4:00pm.

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 [Signature] Title Owner Date 3/7/2022

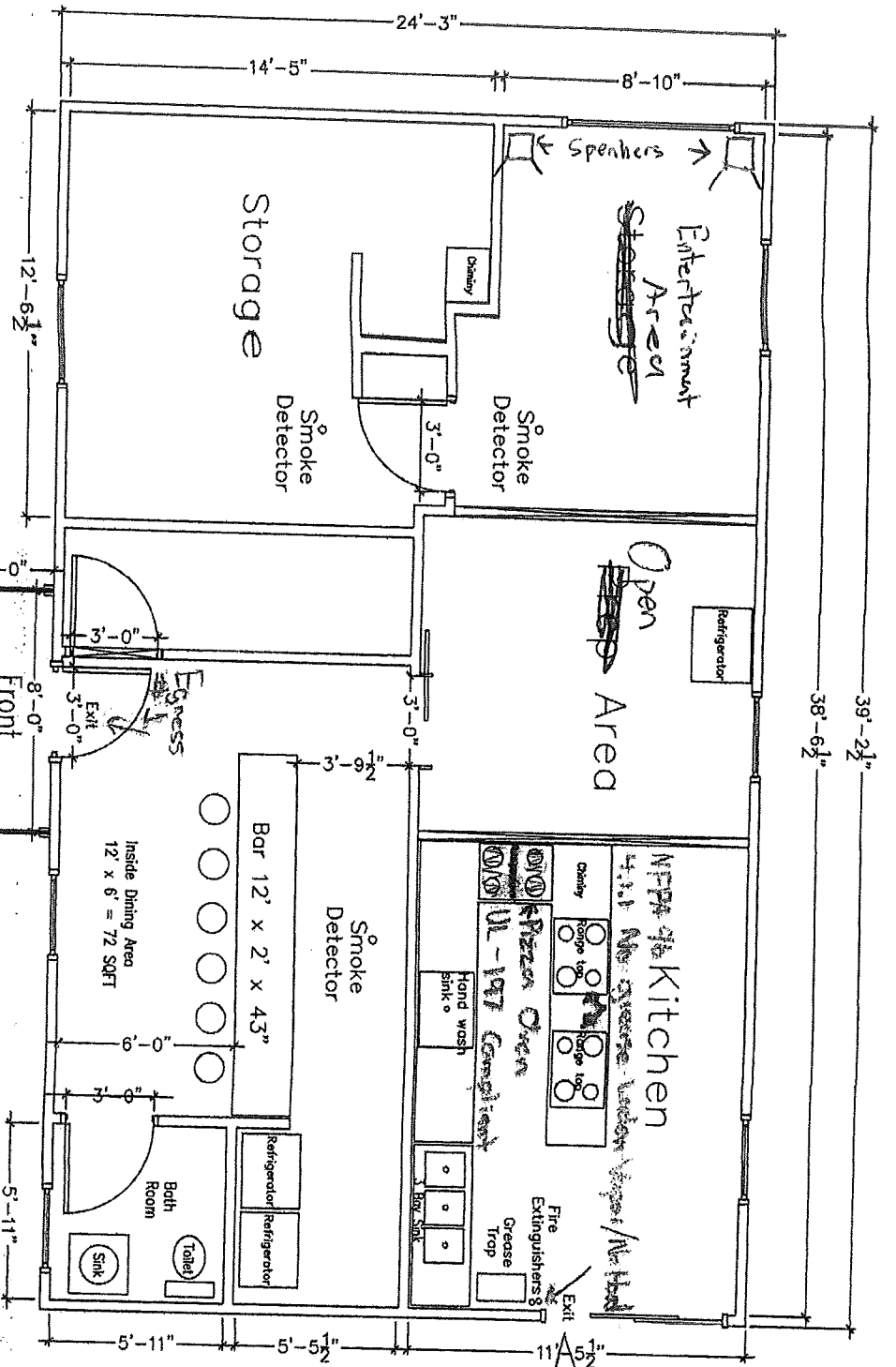
For more information, refer to the City Code of Ordinance: Chapter 4 Amusements, at www.portlandmaine.gov

J.C. 3/7/2022



Revised 3/29 JC 3/7/2022

Life Safety Plan First floor plan, 163 Washington Ave



5.4' Scale
1"

Egress #2
 To ground level
 Egress Copied
 Occupancy
 Merchant
 Travel distance
 Max 50
 Common Path
 distance
 4'
 Dead End
 Corridor Length
 Max 12'
 Two separate
 Exits
 Exits are
 illuminated +
 Have signs
 Fire Extinguishers
 Next to Egress
 Fire Separation
 1" Sheet rock
 M. P.

Sound mitigation details

I Jeffrey a Curran "professional sound engineer for Newsclapes Inc." have prepared and certify the included sound mitigation plan.

Speaker will be located to left of the front deck and entry way and will be aimed toward the outdoor seating area so to minimize the sound levels on the surrounding uses.

The professional sound engineer will employ various methods to minimize the impact on the surrounding uses, such as the volume control and decibel metering throughout the live entertainment time periods.

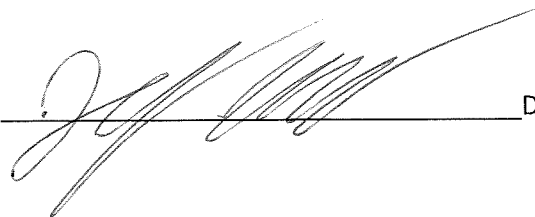
The sound system will consist of 2 speakers and a digital mixer, and various instrument amplifiers depending on the performer.

The entertainment area is located to the left of the front door closest to the house directly between the outside seating area and the front of the house. The entertainment will be directed towards the outside seating area.

At the current time the professional sound engineer does not propose any mitigation measures as he has run a recording studio here for 17 years pushing decibel levels inside the building to well over 120 decibels and in 17 years has had no complaints. I have performed sound decibel meter readings at all property lines and 8 feet away from the front door. The decibel levels range between 55 and 65 decibels. Note the city bus at the front property line can reach 88 decibels when it passes by, and a motorcycle is much higher.

We do not have seating capacity for more than 39, so there will be no requirement for an onsite monitor for the event as per city code.

Jeffrey A. Curran



Date

3/7/2022



CITY OF PORTLAND
Permitting and Inspections Department

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

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor License

☒ Outdoor Dining on Private Property \$125.00 ☒ Legal Advertisement Deposit \$100.00

Business Information	415		
Business Name (d/b/a):	Newsclapes Brewing Inc.	Phone:	207 831 9933
Location Address:	163 Washington Ave. Portland	Zip:	ME 04101
Mailing Address:	163 Washington Ave. Portland	Zip:	ME 04101
Contact Person:	Jeffrey A. Curran	Phone:	207 831 0970
Contact Person Email:	newsclapes@msn.com		
Manager of Establishment:	Jeffrey A. Curran	Date of Birth:	7/4/77
		Phone:	207 831 0970
Owner of Premises (Landlord):	Jeffrey A. Curran 7/4/77		
Address of Premises Owner:	163 Washington Ave. Portland	Zip:	ME 04101

Owner Information

Corporate Name		Corporate Mailing Address	
Newsclapes Brewing Inc.		163 Washington Ave. Portland	Zip: ME 04101
Contact Person:	Jeffrey A. Curran	Phone:	207 831 0970
Principal Officers	Title	Date of Birth	Residence Address
Jeffrey A. Curran	Owner	7/4/77	163 Washington Ave Portland ME 04101



CITY OF PORTLAND
Permitting and Inspections Department

Class of License:	IV
Type of food served:	Pizza
Please circle all that will be served:	Beer Wine Liquor
Hours & days of operation:	2:00 am - 9:00 pm
Number of Tables	5' Picnic tables 8' long
Number of Chairs	30

Design and Construction

- If you are building a structure or adding impervious surface for the outdoor dining area please contact the Permitting and Inspections Department for permitting requirements at permitting@portlandmaine.gov or 874-8703.

Maintenance and Operations

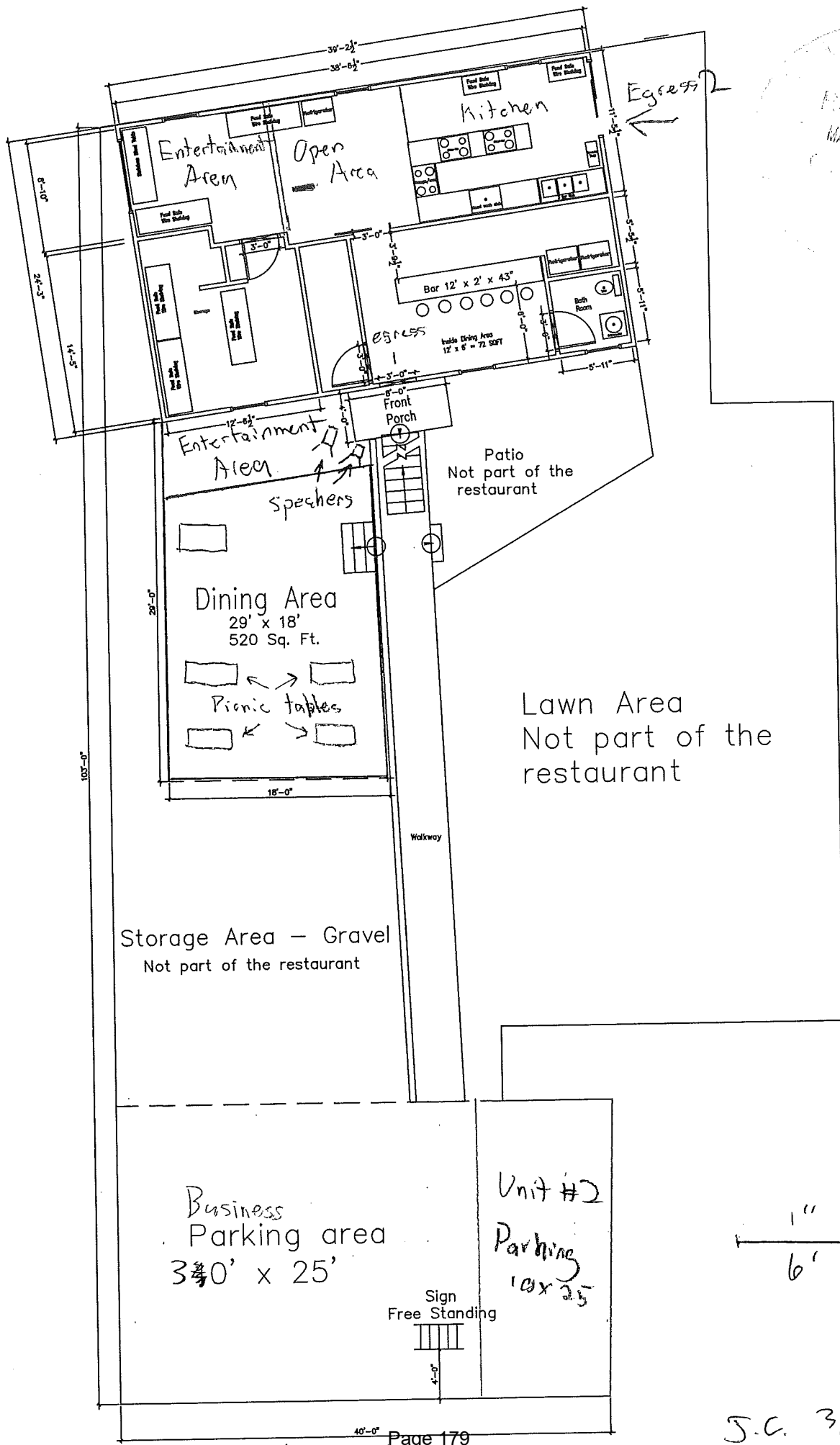
- Outdoor dining components must be within the permitted area and allow safe passage of pedestrian traffic. Failure to comply may result in a revocation of the permit.
- No food shall be prepared in the designated outdoor dining area.
- Outdoor dining areas must meet ADA regulations and accessible seating is required.

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 3/11/2022

For Administrative Use Only

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



J.C. 3/7/2022

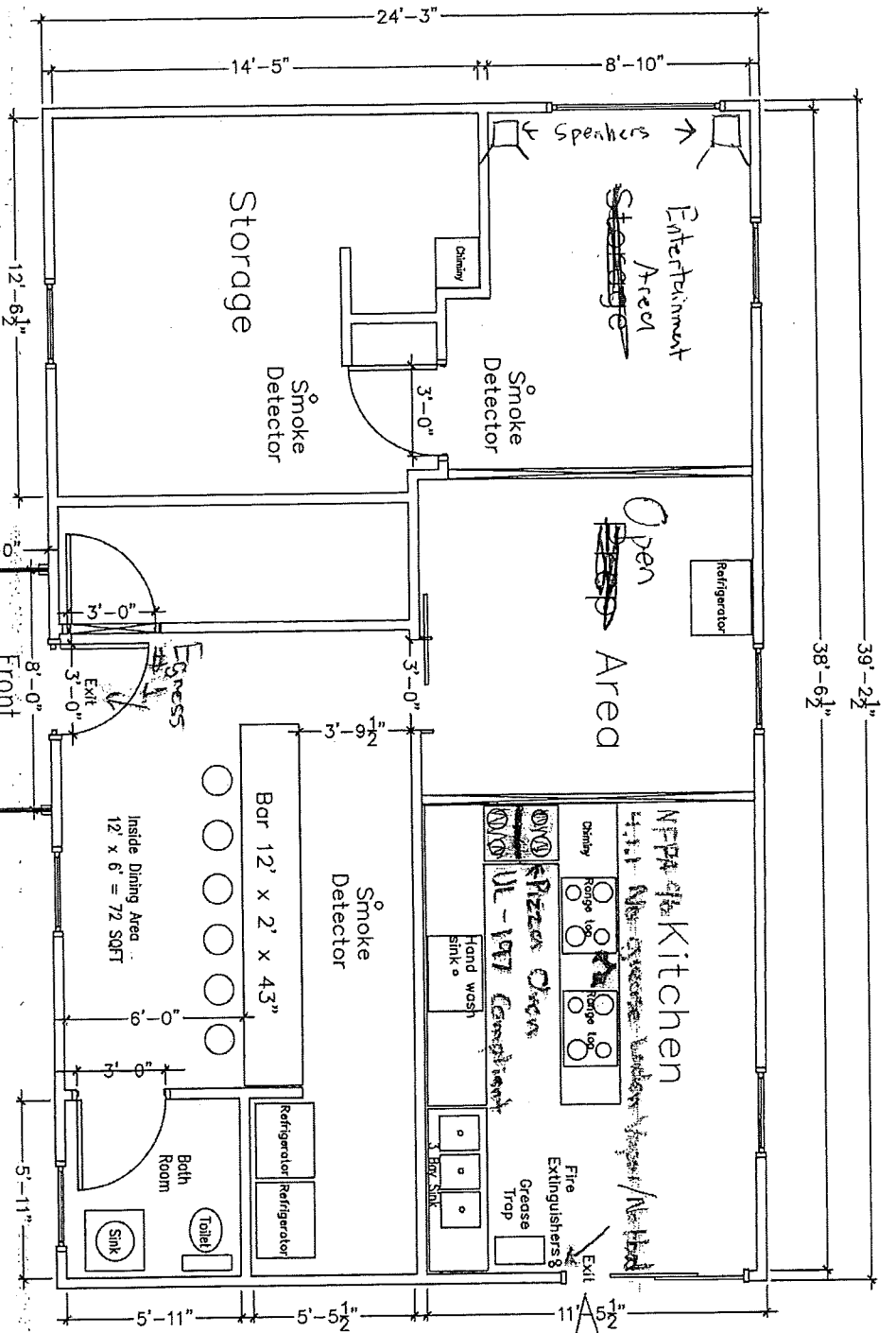
Revised 3/29 3/7/2022 S.C.

Life Safety Plan First floor plan, 163 Washington Ave

Stair rise 4'-5"
Run 6'-5"
Tread 11"
Riser 7"

5.4'
Scale

Rolling height 42"
Hand rail height 34"



- Egress Capacity 2
- Emergency load Merchant
- Travel distance Max 50'
- Common Path distance 4'
- Dead End
- Corridor Length Max 12'
- Two separate Exits
- Exits are illuminated + Have Signs
- Fire Extinguishers Next to Egress 2
- Fire Separation 1" Sheet rock
- No Fire Alarm / Sprinkler



Zachary Lenhart <zlenhart@portlandmaine.gov>

Newsclapes Brewing - 163 Washington Ave

Eric Nevins <erich@portlandmaine.gov>

Sat, Mar 19, 2022 at 5:08 PM

To: Zachary Lenhart <zlenhart@portlandmaine.gov>

Approved

On Thu, Mar 17, 2022 at 1:30 PM Zachary Lenhart <zlenhart@portlandmaine.gov> wrote:

[Quoted text hidden]

--

Eric Nevins
Lieutenant
Portland Police Department
(207) 874-8513

Newscapes Brewing - 163 Washington Ave

Zoning <zoning@portlandmaine.gov>

Thu, Mar 24, 2022 at 10:16 AM

To: Zoning <zoning@portlandmaine.gov>

Cc: Zachary Lenhert <zlenhert@portlandmaine.gov>, cstacey <cstacey@portlandmaine.gov>

A Class A restaurant (Class IV) is a permitted use in the B-1 zone, per table 6-C of Chapter 14, with the limitation under section 6.4.6 of Chapter 14 that restaurants shall not operate between the hours of 11 PM and 6 AM, shall not accept deliveries or services between the hours of 10 PM and 7 AM, and food service and consumption shall be the primary function.

Outside dining and entertainment are permitted as accessory to the restaurant use, but under section 6.6.1 of Chapter 14 they can only occupy up to 25% of the floor area of the building and up to 25% of the outside area.

Ann Machado
Zoning Administrator

[Quoted text hidden]



CITY OF PORTLAND
Permitting and Inspections Department

March 28, 2022

Newsclapes Brewing Inc
163 Washington Street
Portland, ME 04101

Re: Newsclapes Brewing Inc. dba Newsclapes Brewing. Application for Class IV FSE with Outdoor Dining on Private Property and Combined Entertainment at 163 Washington Street

Dear Newsclapes Brewing Inc:

This letter shall serve as a reminder of the public hearing before the Portland City Council on **Monday April 11, 2022 at 5:00 p.m.**, for the review of application for Class IV FSE with Outdoor Dining on Private Property and Combined Entertainment at 163 Washington Street. The meeting will take place in person and virtually. The link can be found on the Meeting Agenda which will be posted on the City Website on April 8, 2022.

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.

Sincerely,

A handwritten signature in black ink, appearing to read "Z Lenhert".

Zachary J. Lenhert
Licensing and Housing Safety Manager

Legal Advertisement

Notice of Public Hearing City of Portland

A Public Hearing will be held on April 11, 2022 at 5:00 P.M., virtually, Newsclapes Brewing Inc. dba Newsclapes Brewing. Application for Class IV FSE with Outdoor Dining on Private Property and Combined Entertainment at 163 Washington Street - Sponsored by Danielle West, Interim City Manager

City of Portland | Executive Department

Danielle P. West, *Interim City Manager*



To: Mayor Snyder and Members of the Portland City Council

From: Danielle P. West, Interim City Manager, and Jessica Grondin,
Director of Communications & Digital Services

Date: April 4, 2022

Re: In-Person/Hybrid Meeting Update

This memo is intended to provide an update on returning to in-person City Council meetings following [our trial of a hybrid](#) (in-person and remote participation) meeting on March 21, 2022. As you know, the meeting went smoothly and was quite successful. We were able to offer the public the ability to attend the meeting in-person and via remote participation. Roughly 15-20 people attended the meeting in-person and during the course of the meeting we had 20-50 people at any one time participating remotely.

Given the success of this trial, we continue to understand and appreciate the Council's desire to get back together in-person (with the ability to participate remotely) for all Council and Committee/Board meetings. This, however, remains a complicated undertaking to achieve. While we do believe that we have found a suitable temporary solution to continue offering hybrid Council meetings, we do not have sufficient equipment and meeting spaces to offer hybrid meetings for all City Council Committees and Boards until the new equipment has arrived, been installed, and staff is trained. Given this, staff recommends continuing to hold hybrid Council meetings, and have Committee & Board meetings continue to meet remotely.

As we explained in our last communication, waiting to offer hybrid meetings for all Committees and Boards is ideal so that we can ensure the best meeting and remote participation experience for the Council, the public, and staff.

City of Portland | Health & Human Services Department

Kristen Dow, *Director*



To: Mayor Snyder and Members of the Portland City Council

CC: Danielle West, Interim City Manager

From: Kristen Dow, Director of Health & Human Services

Date: April 6, 2022

Re: HHS Homelessness and Emergency Shelter Update

As we first reported in October 2021 to the Health & Human Services and Public Safety Committee, we have continued to see a steady increase in the number of asylum seeking families arriving from the southern border. The month of March brought the highest number of newly arriving asylum seeking families on record, with 323 individuals (92 families) arriving in that month. In the first five days of April alone we have seen 148 individuals (40 families). As of the date of this memo, we are providing shelter to a total of 1,041 asylum seeking individuals (307 families). We're currently utilizing 12 hotels in six different communities. As a point of comparison, in the summer of 2019, we had a high number of approximately 240 individuals being temporarily housed at the Expo.

In addition to newly arriving families, we continue to see record numbers of single individuals seeking emergency shelter through Oxford Street Shelter (OSS) and hotels. We currently are providing emergency shelter to 484 individuals. Adding to this challenge, 2 of the hotels that we are using to provide emergency shelter to singles have told us they will no longer allow this population in their hotels past May 31, 2022. This is a total of approximately 280 individuals that we need to find alternative shelter for. HHS staff are working with the Governor's office, state DHHS staff, and our community partners to identify a suitable alternative space for these individuals.

As was reported in the January communication to the City Council, we continue to see high numbers of individuals being directed to Oxford Street Shelter who are from outside of Portland. In the month of February, 27% of OSS's new intakes were from Portland and 47% were from other communities in Maine. We are working with Corporation Counsel's office to determine whether our drastically increased numbers are tied in any way to unlawful relocation of individuals from other towns. In that event, we are prepared to pursue increased enforcement, both by revising our own internal processes and by pursuing the process outlined in State law for formally disputing Portland's presumed responsibility for residents of other towns. HHS staff also continue to share this detailed information with state DHHS staff on a monthly basis.

All of the above mentioned numbers have pushed us to the highest nightly average of persons in emergency shelters that we have ever seen in the City. We currently have 1,525 individuals in the city's emergency shelters alone. As a comparison, according to MaineHousing's 2019 annual Point In Time Survey, there were a total of 1,215 people (both sheltered and unsheltered) experiencing homelessness in the entire State of Maine.

For the past 7 months we have warned that our staff and community are being stretched to the point where the families and individuals we serve will not have access to the resources that they need to be successful. Today I must unfortunately inform you that we are at that point. We only have the capacity to try and meet the very basic needs of shelter and food; and we all know

that there is so much more needed in order for families and individuals to successfully move out of homelessness.

City of Portland | Executive Department

Danielle P. West, Interim City Manager



To: Mayor Snyder and Members of the Portland City Council

From: Danielle P. West, Interim City Manager

Date: April 8, 2022

Re: Delay of City Manager's Recommended FY23 Budget

Typically, the City Manager presents their recommended budget for the next fiscal year at the first City Council meeting in April, and then the Finance Committee begins its work of reviewing the budget proposal before sending it to the full Council in May for approval. This year, due to circumstances outside of our control and in an effort to not propose overly increasing the property tax rate or making significant cuts to core City services, I have decided it is in the City's best interest to delay submitting my official recommendation for the FY23 budget until the April 25, 2022 Council meeting.

The following schedule is what I expect the new budget review timeline will look like:

- 4/25 - City Manager's recommended budget presentation to Council, referral to Finance Committee;
- 4/28 - Finance Committee (and every Thursday in May - 5/5, 5/12, 5/19, 5/26 (Public Hearing and Vote));
- 5/2 - School budget 1st read to Council;
- 5/16 - School budget 2nd read and vote (Public Hearing)/City budget 1st read (Public Hearing); and
- 6/6 - City budget 2nd read (Public Hearing) and vote.

The primary reason for this delay is due to the fact that over the last six (6) months the City has been experiencing an unprecedented volume of asylum seeker arrivals from the U.S. southern border, and record numbers of circumstantially and chronically homeless individuals seeking emergency shelter services. While we are proud to be a welcoming city, take our General Assistance (GA) obligation seriously, and understand the value and benefits of having new residents in Maine, we are in a dire situation. Our staff is stretched extremely thin and cannot adequately provide the required resources to the hundreds of new arrivals, our shelters are beyond their capacity, and it is increasingly harder to find enough hotels to provide overflow accommodations. Health & Human Services (HHS) Director Kristen Dow has outlined this crisis in more detail in a separate [communication](#) to you this evening.

It is currently projected that the annualized cost of providing overflow hotels just to those who have already presented at Portland's GA office will now exceed \$44M, more than doubling the City's HHS budget in just a single year. Of course, this figure does not account for future arrivals and the City has been seeing nearly 100 individuals arriving per week so the cost could continue to rise significantly in the coming months.

Under the State's GA law, the State of Maine currently reimburses all municipalities for 70% of the GA costs described above, and the municipality is required to cover the remaining 30%. Thankfully, as a result of the pandemic, the City will also receive FEMA reimbursement for its

30% share in FY22. Those FEMA funds, however, will no longer be available as of June 20, 2022. As a result, in order to cover the City's 30% share of the estimated \$44M in costs in FY23, a Portland property tax rate increase of approximately 15% would be required or approximately \$13M in cuts from other core City services would be necessary.

In an effort to not have to increase the property tax rate or make significant cuts to City services, the Mayor, myself, and other members of City staff have been diligently working with our State and Federal delegations, as well as the Governor's Office, to find solutions and alternative sources of funding for increased GA reimbursement, temporary housing of asylum seekers, and resettlement coordination. We continue to stress to all of these parties that the City can not continue to do this alone - that we need regional and state assistance to facilitate emergency shelter and resettlement efforts given the current situation we're experiencing. In fact, Mayor Snyder and I recently [sent a letter](#) to the legislature regarding the enormity of our situation and specifically requesting assistance to help us avert our FY23 budget crisis.

The City is also facing difficult budget challenges and choices outside of the aforementioned HHS Department budget concerns. Department budget requests for FY23, just to provide the same level of services as in FY22, will most likely still result in a significant tax rate increase due to the approximately 7% inflation we're currently experiencing in both wages and in goods/supplies and due to a reduction in the level of American Rescue Plan Act (ARPA) funding available for City use this coming fiscal year. For reference, the Council's approved plan for expending ARPA funds to cover lost revenues included the use of \$8.75M in the FY22 budget, \$5.5M in FY23, and \$2.75M in FY24.

Lastly, due to the situation described above, it is important to note that tonight's agenda also includes an Order seeking your approval to amend the FY22 appropriation resolve to reflect the current GA expenditures and appropriate additional GA reimbursement monies from the State and FEMA.

MEMORANDUM
City Council Agenda Item

FROM:

DATE: April 7, 2022

SUBJECT: Order 199-21/22 Amending the Fiscal Year 2022 Appropriation Resolve Order 12-21/22 Regarding Additional General Assistance Expenditures - Sponsored by Danielle P. West, Interim City Manager

SPONSOR: Danielle P. West, Interim 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 4/11/2022

Final Action 4/11/2022

Can action be taken at a later date: No

PRESENTATION: None – refer to previous communications from Health & Human Services Director Kristen Dow and City Manager Danielle West

I. SUMMARY

II. AGENDA DESCRIPTION

The City's FY22 Health and Human Services budget included approximately \$10M within the General Assistance Division. The City has received a massive influx of asylum seekers presenting in Portland over the last several months, who immediately request State of Maine General Assistance benefits. State of Maine General Assistance rules include requirements around emergency shelter.

Due to the challenges presented by COVID along with extremely limited emergency shelter options, the use of hotels for sheltering has become a regular part of City Health & Human Services operations. As of April 2022, the City has over 1,500 individuals being sheltered on a nightly basis in a variety of locations, including hotels. The expense of hotels has exceeded \$3,000,000 per month and may reach \$4,000,000 per month by the end of the fiscal year.

For FY22 only, the hotel expenses will be fully reimbursed. 70% will be reimbursed by the State of Maine General Assistance program and 30% by one time Federal Emergency Management Agency (FEMA) COVID funding (the 30% Federal reimbursement is currently set to expire on July 1, 2022). This agenda item increases the City's spending authority by \$20M for the current fiscal year by appropriating the \$20M of expected reimbursement from the State of Maine and FEMA.

This item must be read on two separate days. Staff is requesting that the second reading be waived, which requires seven affirmative votes. Staff also requests that this item be passed as an emergency. Seven votes are required for passage as an emergency following public comment.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

The City currently has a general fund operating budget of approximately \$212M. The City cannot perform core City operations for the remainder of the fiscal year if we are required to stay within the existing \$212M

appropriation and also house the continuing high volume of asylum seeker arrivals. The additional \$20M of funding appropriation which is being requested for passage on an emergency basis will increase the total City appropriation to \$232,156,884 (General Fund only) and the total City appropriation for all General Municipal purposes to \$288,216,301 (General Fund and Enterprise Funds).

V. FINANCIAL IMPACT

There is no expected net fiscal impact. For FY22 only the additional \$20,000,000 of estimated expenditures will be fully offset by State and Federal reimbursement. The State reimbursement typically arrives 45-60 days after expenses are incurred and the Federal reimbursement timeline is variable.

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

Recommend passage as an emergency. The City has already expended \$175M of the existing \$212M General Fund appropriation (approximately 82%) and we are only 9 months into the fiscal year (75%).

VIII. LIST ATTACHMENTS

1. C. 1. Order Amending the Fiscal Year 2022 Appropriation Resolve 4.11.2022

Prepared by:

Date: 04/07/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

**ORDER AMENDING THE FISCAL YEAR 2022
APPROPRIATION RESOLVE ORDER 12-21/22
REGARDING ADDITIONAL GENERAL ASSISTANCE EXPENDITURES**

ORDERED, that the Fiscal Year 2022 Appropriation Resolve Order 12-21/22 is hereby amended by increasing the appropriation for the Health & Human Services budget by \$20,000,000 increasing the total General Municipal purposes appropriation to \$288,216,301.

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

**ORDER RECEIVING AND REFERRING TO THE FINANCE COMMITTEE
THE PORTLAND BOARD OF PUBLIC EDUCATION'S
FISCAL YEAR 2023 BUDGET ESTIMATE
AND SETTING A PUBLIC HEARING THEREON**

ORDERED, that the Budget Estimate of the Portland Board of Public Education for Fiscal Year 2023 is hereby received and referred to the Finance Committee for review; and

BE IT FURTHER ORDERED, that the Public Hearing on the Fiscal Year 2023 School Budget will be on May 2, 2022 in the City Council Chambers, 389 Congress Street, at 5:00 p.m.

PORTLAND PUBLIC SCHOOLS

prepared & empowered



FY2023 Board of Education Recommended Budget

April 5, 2022



Portland Public Schools FY2023 Budget Timeline

All meetings will be conducted remotely and on-site (hybrid), with zoom links accessible via [BoardDocs](#) unless otherwise noted.

Monday, March 7, 2022	Public Forum on the FY23 School Budget
Tuesday, March 15, 2022	School Board Meeting Superintendent Presents Recommended FY23 Budget <i>6:00 PM</i>
Thursday, March 17, 2022	School Finance Committee Budget Review <i>6:00 PM</i>
Monday, March 21, 2022	School Finance Committee Budget Review & Public Hearing <i>6:00 PM</i>
Thursday, March 24, 2022	Joint City & School Finance Committee Meeting & Budget Review <i>5:00 PM</i> School Finance Committee Budget Review Vote to Recommend to School Board <i>6:00 PM (or immediately following Joint City and School Finance Committee Review)</i>
Tuesday, March 29, 2022	School Board 1 st Reading of Recommended FY23 Budget and Public Hearing; <i>*School Board Budget Workshop to follow (Special Meeting)</i> <i>6:00 PM</i>
Tuesday, April 5th, 2022	School Board Vote to Recommend FY23 School Budget to City Council (Special Meeting) <i>6:00 PM</i>

Monday, April 11, 2022	School Board Presents Recommended FY23 Budget to City Council <i>Public Comment accepted</i> Order Receiving & Referring School Board Budget to City Finance Committee for Review and Setting a Public Hearing Thereon Time/location <i>TBD</i>
Thursday, April 14, 2022	Joint City & School Finance Committee Meeting & Budget Review <i>*School Finance Committee Meeting to follow (if necessary)</i> <i>5:00 PM</i>
Thursday, April 28, 2022	City Finance Committee Review of Referred School Board Budget and Vote to Recommend to City Council <i>Time TBD</i>
Friday, April 29, 2022	School FY23 Budget Orders are due to City
Monday, May 2, 2022	City Council 1 st Reading of FY23 Budget & Public Comment <i>Time TBD</i>
Monday, May 16, 2022	City Council 2 nd Reading of FY23 Budget & Public Comment Final Vote on School Budget for Referendum <i>Time TBD</i> <i>Internal note: School joined as member of public</i>
Tuesday, June 14, 2022	Public Referendum on FY23 School Budget

B: BUDGET CALENDAR

Charter Parameters:

- Superintendent's presentation must be no later than March 16 (3.5 months before end of fiscal year)
- Two joint meetings must occur within 30 days of the presentation
- Submission to Council must be no later than April 26 (last Monday in April)

- Budget Validation Referendum (BVR) needs to be 10 to 30 days following Council approval (need 10 days to post specimen BVR)
- Council meets 1st & 3rd Mondays (not school vacation week)
- Council Finance Committee typically meets on the 2nd and 4th Thursday of each month.

Mayor Snyder and Members of the Portland City Council:

On behalf of the Portland Board of Public Education and in accordance with the City Charter, I am presenting our recommended FY23 budget for the Portland Public Schools. The Board approved this budget unanimously on April 5 .

Our \$133.1 million budget is a fair and responsible one that truly meets the moment. It balances fiscal constraints, including a significant reduction in state education aid for FY23, with our rising expenses and the challenges we all face at this time of historic inflation. It contains few new investments, and most of those have their own revenue sources that don't increase the overall budget.

This budget also ensures that we don't slide backwards, by allowing us to maintain the equity investments the district has made over the past five years to support students experiencing opportunity gaps. Those are our students who are English language learners (ELL), have special educational needs, are economically disadvantaged or have otherwise been marginalized in society.

As you know, our budget has a theme each year that helps everyone understand what the budget goals are. The theme this year is: "Keeping the focus on teaching and learning." That theme signals the clear direction of this budget: maintaining our focus on achieving our Portland Promise goals of Achievement, Whole Student and People – all of which are centered by our key fourth goal of Equity.

With support from the Council and the Portland community, our school budgets have focused over the past five years on redressing the inequities that have traditionally plagued our educational system. To that end, we have been making investments that prioritize support for students who for years have not been afforded the opportunities they deserve and need to be on equal footing with their peers.

To advance the Portland Promise, our district's strategic plan, we have added multilingual social workers and counselors, behavioral health support staff and more ELL teachers, invested in multilingual family engagement specialists, and added staff to our youth development programs. We also have invested in increased staff diversity and inclusion efforts, and the expansion of our prekindergarten program. We have prioritized building our capacity to ensure that all students have access to high quality classroom instruction rather than be given remedial instruction. Nearly \$4 out of every \$10 that we have invested in these past five years has gone directly to these programs and services.

The focus of this year's budget proposal is on maintaining the work we've started. We need to continue to focus and execute on our key priorities, which has been challenging this past year. Our goal is to build our capacity to strengthen core instruction for all students and make our schools more safe and equitable. We still have many unmet needs. However, the challenges of the past two years have slowed our ability to move forward with some of this work, and that needs to be our top priority.

Additionally, as we do every year, we face considerable fiscal constraints. The challenges that we face are similar to the ones we've faced in the past. The single largest challenge is the fact that as a school district we have very limited funding sources. While the City has multiple revenue streams, we are limited to basically two: state funding and local taxes.

As Portland's property values soar, our share of state funding decreases. That's because we have a State school funding system that assumes that property-rich communities like Portland can afford to pay a larger local share of their education costs, regardless of the composition of their student body. We expect a reduction of \$2.6 million over last year's State funding, driven for the most part by the \$12 billion State valuation of our community. We also experienced a 1.7% drop in enrollment and a reduction in the number of students identified as eligible for free and reduced lunch. Both of these are factors in the decrease in State funding.

This year, we also face a few newer challenges:

The annual consumer price index has been somewhere between 7 and 8 percent for this past year. That escalation of costs is reflected in the cost of many of the goods and services we procure.

Like so many other employers across the State and Nation during the pandemic, we have struggled to find workers to fill our positions. As a result, we have had to rely on outsourcing some functions such as transportation, facilities and some central office functions. These contracted services come at higher costs and we expect many of them to continue in FY'23.

Not unrelated to the previous point, we are prioritizing compensating our hard working Portland Public Schools People to meet the increased costs they face every day. We recently settled our contract with the bargaining unit representing our secretaries and our transportation, custodial, food service, technology and maintenance workers with an increase in the range of 6 percent. We are currently negotiating with our other bargaining units, including our largest union representing our teachers and specialists.

Finally, we have begun the renovations to the three remaining schools in the Buildings for our Future bond approved by Portland voters in a 2017 referendum. Through careful financing and use of reserves, we have been able to defer the impact of debt payments for these projects over time, but we are still seeing a significant increase in our debt service for FY'23.

While we are primarily focused on maintaining and maximizing the investments we've made in the past five years, we are advancing some essential new investments in this budget. Most of these have dedicated funding streams.

We are adding one additional pre-kindergarten classroom. Although less than the two classrooms per year we've added previously, this will allow us to stay on track with our five-year plan. We are also devoting dedicated Career and Technical Education reserves to

support the staffing needed to create opportunities for our Latinx students to participate in PATHS programming. We are restructuring our library programming to prioritize increasing the number of full time certified librarians in our elementary schools to support our content based literacy work. We are reallocating hourly staffing funds to create a certified teacher position at Portland Adult Education.

Other additions include adding an educational technician to support the new State-mandated educational services for students with special needs until they are 22 years old; increasing our social studies coordinator to a full-time position (from .8 FTE); and adjusting the compensation for the executive director of the Foundation for Portland Public Schools to match the compensation for comparable roles in the non-profit sector.

The budget that we as a Board are recommending to you is primarily based on the FY23 budget that Superintendent Xavier Botana proposed to us on March 15. That \$132.9 million represented a 5.1 percent increase over this year's FY22 budget and resulted in a projected tax increase of 4.1 percent.

Our Board recommended budget of \$133.1 million came in higher than the superintendent's budget. We added \$153,000 in additional staffing, so our budget is up 5.2 percent over the FY22 budget.

That increase is due to our Board's decision to accept our Finance Committee's recommendation to add 3.5 key staff positions to our budget. We added a full-time social worker at Rowe Elementary School; increased the hours of the social worker for the island schools to make that a half-time position; and added two half-time ELL teachers, one to Lyseth Elementary School and one to Deering High School.

However, because we as a Board also accepted our Finance Committee's recommendation to use available Fund Balance Reserves to pay for this staffing, the \$153,295 in additional staff positions will not result in an increase in the tax rate over what was called for in the superintendent's budget.

In summary, our Board recommended budget calls for a 4.1 percent increase in the school portion of the tax rate. This reflects a 5.2 percent increase in expenditures, resulting in a \$133.1 million budget, up \$6.6 million over this year's budget. Our budget maintains current programs and services, covers increased costs for salaries, benefits and debt service and helps the Portland Public Schools maintain our key equity initiatives.

It requires an increased investment of \$4.8 million from local taxpayers. To achieve that, we will need to raise the overall school tax rate by \$.28 for a total rate of \$7.05 per \$1,000 valuation. Our recommended budget this year would increase the school portion of the annual tax bill for the median family home in Portland (valued at \$365,000) by \$102.20, less than \$9 per month.

We recognize that the city reevaluated properties last year (for the first time in 15 years) and some taxpayers saw significant increases in their property taxes as a result. While this

is a significant increase this year, we will note there has been a zero percent tax rate increase in Portland for the past two years.

We believe that this budget balances the needs of our students and staff with the challenges facing residents from all walks of life. The tax increase in our budget proposal comes in well below the Consumer Price Index and is in line with or lower than the tax increases proposed by many of our neighboring school districts.

This school year has been very challenging. We started the year with very ambitious goals, but as we were engulfed in the challenges of COVID, we have had to back away from many of our efforts in order to respond to the immediate needs facing our staff. We are proud that we have been able to keep students in school so far with minimal disruptions and remain hopeful that the pandemic will be more manageable moving forward.

The district is fortunate to have significant federal coronavirus-related funding. The Board plans to leverage those funds to address unmet needs not covered in this budget. That funding is not renewable, so the Board will have to consider the continuing impact on the budget of uses of the federal funds that it approves. That funding discussion will expand to a participatory budgeting process that includes the community.

The budget we are recommending will help us maintain our Portland Promise gains for the 2022-2023 school year and ensure that our teachers and staff are able to fully focus on teaching and learning. A [budget timeline and complete budget materials](#) can be found on the district's website and we look forward to discussing it with you further this month.

We ask you to join us in supporting this budget and send it to Portland voters for final approval on June 14. The Portland community consistently has told us at the polls year after year that they believe in the importance of public education and also in making that education accessible for all. This budget reflects those values, so we hope you will approve it. Thank you.

Respectfully submitted,

Emily Figdor, Chair

Portland Board of Public Education



PORTLAND PUBLIC SCHOOLS

prepared & empowered

Vision

All learners will be fully prepared and succeed in a diverse and ever-changing world.

Mission

The Portland Public Schools are responsible for ensuring a challenging, relevant, and joyful education that empowers every learner to make a difference in the world. We build relationships among families, educators, and the community to promote the healthy development and academic achievement of every learner.

Goals

Goal 1 – Achievement - All PPS students will be prepared for college and career and empowered to pursue a productive postsecondary path.

Goal 2 – Whole Student - All PPS students will develop the skills, habits, and mindsets they need to engage in and contribute to our diverse city and ever-changing world.

Goal 3 – Equity - PPS is vigilant in supporting each and every student's particular path to achieving high standards, rooting out systemic or ongoing inequities.

Goal 4 – People - PPS attracts, supports and retains talented and diverse people who use their strengths to achieve our shared goals.

**Portland Public Schools
FY2023 Board of Education Recommended Budget**

April 5, 2022

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Portland Public Schools
FY2023 Summary Revenue Budget
General, Adult Ed, and Food Services Funds
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	FY21 Actual	FY22 Amended	FY23 Supt Recommended	FY23 Fin Comm Recommended	FY23 Board Recommended	\$ +/(-) v FY22	% +/- v FY22
Local Revenue (non-tax)							
General	\$ 349,263	\$ 420,500	\$ 368,000	\$ 368,000	\$ 368,000		
Adult Ed	85,159	179,241	142,811	142,811	142,811		
Food Services	104,367	393,517	75,000	75,000	75,000		
Total Local Revenue	538,789	993,258	585,811	585,811	585,811	\$ (407,447)	-41.0%
State Revenue							
EPS	15,140,642	17,253,215	19,409,181	19,409,181	19,409,181		
Debt Service Reimb	3,453,482	3,364,840	2,108,369	2,108,369	2,108,369		
Other	144,192	262,747	249,947	249,947	249,947		
Adult Ed	610,773	592,998	605,916	605,916	605,916		
Food Services	38,812	51,885	1,311,576	1,311,576	1,311,576		
Total State Revenue	19,387,902	21,525,685	23,684,989	23,684,989	23,684,989	2,159,304	10.0%
Federal Revenue							
General	221,135	1,140,900	259,730	259,730	259,730		
Food Services	2,260,506	2,941,606	2,508,976	2,508,976	2,508,976		
Total Federal Revenue	2,481,641	4,082,506	2,768,706	2,768,706	2,768,706	(1,313,800)	-32.2%
Total Non-tax Revenue	\$ 22,408,332	\$ 26,601,449	\$ 27,039,506	\$ 27,039,506	\$ 27,039,506	\$ 438,057	1.6%
Use of Fund Balance							
General	-	500,000	1,882,095	2,035,390	2,035,390		
Food Services	-	250,000	125,000	125,000	125,000		
Adult Education	-	20,000	20,000	20,000	20,000		
	-	770,000	2,027,095	2,180,390	2,180,390		
Property Taxes							
General Education	92,551,184	97,113,615	101,977,282	101,977,282	101,977,282		
Adult Education	1,717,219	1,783,513	1,869,211	1,869,211	1,869,211		
Food Services	70,341	186,123	4,578	4,578	4,578		
Total Property Tax	94,338,744	99,083,251	103,851,071	103,851,071	103,851,071	4,767,820	4.8%
Total Revenue	\$ 116,747,076	\$ 126,454,700	\$ 132,917,672	\$ 133,070,967	\$ 133,070,967	\$ 6,616,267	5.2%

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	FY21 Actual	FY22 Amended	FY23 Supt Recommended	FY23 Fin Comm Recommended	FY23 Board Recommended	\$ +/- v FY22	% +/- v FY22
GENERAL FUND							
LOCAL REVENUE							
REQUIRED LOCAL SHARE (tax levy)	\$ 74,271,401	\$ 75,510,967	\$ 74,181,155	\$ 74,181,155	\$ 74,181,155	\$ (1,329,812)	-1.8%
LOCAL ONLY DEBT SERVICE (tax levy)	392,289	385,252	7,151,616	7,151,616	7,151,616	6,766,364	1756.3%
ADDITIONAL LOCAL FUNDS (tax levy)	17,887,494	21,217,396	20,644,511	20,644,511	20,644,511	(572,885)	-2.7%
TUITION PUBLIC K-8	155,212	140,000	140,000	140,000	140,000	-	0.0%
TUITION PUBLIC 9-12	100,756	100,000	100,000	100,000	100,000	-	0.0%
SUMMER SCH TUITION 9-12	-	10,000	-	-	-	(10,000)	-100.0%
TRANSPORT - OTHER ORG	-	90,000	90,000	90,000	90,000	-	0.0%
INTEREST ON INVESTMENTS	3,000	3,000	3,000	3,000	3,000	-	0.0%
ADMISSIONS 9-12	-	15,000	15,000	15,000	15,000	-	0.0%
BUILDING RENTALS	47,928	52,000	9,500	9,500	9,500	(42,500)	-81.7%
MISC LOCAL REVENUE	21,330	10,000	10,000	10,000	10,000	-	0.0%
REFUND PRIOR YR EXP OPS/MAINT	17,358	-	-	-	-	-	0.0%
MISC SALES & REFUNDS	80	500	500	500	500	-	0.0%
PROCEEDS FROM DISPOSAL OF BUSES	3,599	-	-	-	-	-	0.0%
TOTAL LOCAL	92,900,447	97,534,115	102,345,282	102,345,282	102,345,282	4,811,167	4.9%
STATE REVENUE							
STATE SHARE EPS (State Subsidy)	15,140,642	17,253,215	19,409,181	19,409,181	19,409,181	2,155,966	12.5%
STATE REIMB. DEBT SERVICE	3,453,482	3,364,840	2,108,369	2,108,369	2,108,369	(1,256,471)	-37.3%
STATE AGENCY CLIENT	105,051	220,000	196,047	196,047	196,047	(23,953)	-10.9%
NAT'L BOARD - SALARY SUPLMNT	39,141	42,747	53,900	53,900	53,900	11,153	26.1%
TOTAL STATE	18,738,316	20,880,802	21,767,497	21,767,497	21,767,497	886,695	4.2%
FEDERAL REVENUE							
MAINECARE MEDICAID REIMB	168,809	1,690,900	300,000	300,000	300,000	(1,390,900)	-82.3%
SEED WITHHOLDING	-	(700,000)	(90,270)	(90,270)	(90,270)	609,730	-87.1%
FEDERAL IMPACT AID	52,326	50,000	50,000	50,000	50,000	-	0.0%
INDIRECT COST RECOVERY	-	100,000	-	-	-	(100,000)	-100.0%
TOTAL FEDERAL	221,135	1,140,900	259,730	259,730	259,730	(881,170)	-77.2%
TOTAL GENERAL FUND	111,859,897	119,555,817	124,372,509	124,372,509	124,372,509	4,816,692	4.0%
USE OF FUND BALANCE	-	500,000	1,882,095	2,035,390	2,035,390	1,535,390	307.1%
TOTAL GENERAL FUND REVENUE & FUND BALANCE	\$ 111,859,897	\$ 120,055,817	\$ 126,254,604	\$ 126,407,899	\$ 126,407,899	\$ 6,352,082	5.3%
ADULT EDUCATION							
AE LOCAL REVENUE							
LOCAL FUNDS (tax levy)	\$ 1,717,219	\$ 1,783,513	\$ 1,869,211	\$ 1,869,211	\$ 1,869,211	\$ 85,698	4.8%
TUITION-INDIV-ENRICHMT	19,427	119,241	67,811	67,811	67,811	(51,430)	-43.1%
TUITION-INDIV-VOC	55,623	40,000	55,000	55,000	55,000	15,000	37.5%
TUITION-OTHER-ACADEMIC	10,109	20,000	20,000	20,000	20,000	-	0.0%
TOTAL LOCAL	1,802,378	1,962,754	2,012,022	2,012,022	2,012,022	49,268	2.5%
AE STATE REVENUE							
STATE SUBSIDY	610,773	592,998	605,916	605,916	605,916	12,918	2.2%
TOTAL STATE	610,773	592,998	605,916	605,916	605,916	12,918	2.2%
USE OF FUND BALANCE	-	20,000	20,000	20,000	20,000	-	0.0%
TOTAL ADULT EDUCATION REVENUE	\$ 2,413,152	\$ 2,575,752	\$ 2,637,938	\$ 2,637,938	\$ 2,637,938	\$ 62,186	2.4%

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	FY21 Actual	FY22 Amended	FY23 Supt Recommended	FY23 Fin Comm Recommended	FY23 Board Recommended	\$ +/(-) v FY22	% +/- v FY22
FOOD SERVICE							
FS LOCAL REVENUE							
LOCAL FUNDS (tax levy)	\$ 70,341	\$ 186,123	\$ 4,578	\$ 4,578	\$ 4,578	\$ (181,545)	-97.5%
DAILY SALES - LUNCH	-	274,517	-	-	-	(274,517)	-100.0%
DAILY SALES NON REIM	3,318	100,000	56,000	56,000	56,000	(44,000)	-44.0%
SPECIAL FUNCTIONS	89,673	10,000	10,000	10,000	10,000	-	0.0%
BUILDING RENTALS	9,000	6,000	6,000	6,000	6,000	-	0.0%
MISC REFUNDS	2,377	3,000	3,000	3,000	3,000	-	0.0%
TOTAL LOCAL	174,708	579,640	79,578	79,578	79,578	(500,062)	-86.3%
FS STATE REVENUE							
STATE REIMBURSEMENT	38,812	51,885	1,306,576	1,306,576	1,306,576	1,254,691	2418.2%
LOCAL PRODUCE	-	-	5,000	5,000	5,000	5,000	100.0%
TOTAL STATE	38,812	51,885	1,311,576	1,311,576	1,311,576	1,259,691	2427.9%
FS FEDERAL REVENUE							
AFTER SCHL SNACK	-	1,920	1,095	1,095	1,095	(825)	-43.0%
SUMMER FOOD PROG	1,688,296	100,000	139,155	139,155	139,155	39,155	39.2%
PERFORMNC-BASED LUNCH	-	38,247	40,064	40,064	40,064	1,817	4.8%
REIMB LUNCH - REGULAR	216,761	191,233	211,769	211,769	211,769	20,536	10.7%
REIMB LUNCH - REDUCED	-	63,553	28,028	28,028	28,028	(35,525)	-55.9%
REIMB LUNCH - FREE	-	1,287,703	948,432	948,432	948,432	(339,271)	-26.3%
REIMB BREAKFAST	-	784,339	716,425	716,425	716,425	(67,914)	-8.7%
FED NON-FOOD ASSIST/LOC PEBT	9,210	-	-	-	-	-	0.0%
PAYMTS IN LIEU OF COMM	202,880	202,161	227,508	227,508	227,508	25,347	12.5%
FRESH FRUITS AND VEGGIES	40,191	72,450	76,500	76,500	76,500	4,050	5.6%
CHILD/ADULT CARE FOOD PRGM	103,169	200,000	120,000	120,000	120,000	(80,000)	-40.0%
TOTAL FEDERAL	2,260,506	2,941,606	2,508,976	2,508,976	2,508,976	(432,630)	-14.7%
USE OF FUND BALANCE	-	250,000	125,000	125,000	125,000	(125,000)	-50.0%
TOTAL FOOD SERVICE REVENUE	\$ 2,474,027	\$ 3,823,131	\$ 4,025,130	\$ 4,025,130	\$ 4,025,130	\$ 201,999	5.3%
TOTAL REVENUE AND OTHER FUNDING SOURCES							
	\$ 116,747,076	\$ 126,454,700	\$ 132,917,672	\$ 133,070,967	\$ 133,070,967	\$ 6,616,267	5.2%

Portland Public Schools
FY2023 Summary Expenditure Budget
General, Adult Ed, and Food Services Funds
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	FY21 Actual	FY22 Amended	FY23 Supt Recommended	FY23 Fin Comm Recommended	FY23 Board Recommended	\$ +/- v FY22	% +/- v FY22
Wages							
Regular	\$ 66,302,289	\$ 72,237,015	\$ 75,479,077	\$ 75,591,622	\$ 75,591,622		
Temp/Sub/Tutor/OT	2,245,266	2,316,225	2,314,583	2,314,583	2,314,583		
Add pay/Stipends	2,260,761	2,578,234	2,654,401	2,654,401	2,654,401		
<i>Total Wages</i>	70,808,316	77,131,474	80,448,061	80,560,606	80,560,606	\$ 3,429,132	4.4%
Benefits							
Health	15,296,986	16,669,316	17,351,581	17,385,082	17,385,082		
Retirement	3,430,932	3,762,266	3,965,480	3,969,803	3,969,803		
All other	2,441,888	2,839,408	2,916,366	2,919,292	2,919,292		
<i>Total Benefits</i>	21,169,806	23,270,990	24,233,427	24,274,177	24,274,177	1,003,187	4.3%
Contracted Services							
Professional & Tech. Svcs	1,553,842	1,591,483	1,804,360	1,804,360	1,804,360		
Employee Training/Dev	289,559	458,656	410,773	410,773	410,773		
SPED Contracted Svcs	381,269	513,458	562,316	562,316	562,316		
Student Transportation	122,275	345,000	496,000	496,000	496,000		
Tuition	875,123	980,676	1,202,106	1,202,106	1,202,106		
Legal Services	245,766	150,000	230,000	230,000	230,000		
Water & Sewer	110,976	197,230	173,672	173,672	173,672		
Repair & Maintenance	2,622,590	2,794,566	2,895,471	2,895,471	2,895,471		
Rentals	356,749	381,630	500,954	500,954	500,954		
Loans/Leases	213,220	46,000	46,000	46,000	46,000		
Liability Insurance	420,711	603,719	741,612	741,612	741,612		
Other Services	606,348	820,902	1,590,224	1,590,224	1,590,224		
<i>Total Contracted Services</i>	7,798,428	8,883,320	10,653,488	10,653,488	10,653,488	1,770,168	19.9%
Supplies							
Education Supplies	1,069,356	1,138,972	1,117,993	1,117,993	1,117,993		
Tech Related Supplies	77,749	131,380	259,527	259,527	259,527		
General Supplies	629,294	689,814	803,808	803,808	803,808		
Custodial Supplies	198,888	240,475	257,645	257,645	257,645		
Software Licenses	405,239	566,925	56,350	56,350	56,350		
Utilities	1,839,456	2,147,562	2,205,385	2,205,385	2,205,385		
Gasoline	93,073	127,082	132,750	132,750	132,750		
Food/Non-food supplies	976,235	1,695,360	1,854,566	1,854,566	1,854,566		
<i>Total Supplies</i>	5,289,290	6,737,570	6,688,024	6,688,024	6,688,024	(49,546)	-0.7%
Other Costs							
Field Trip Transportation	54,462	334,921	308,762	308,762	308,762		
Miscellaneous	2,359,892	364,672	322,105	322,105	322,105		
Capital	229,767	176,675	43,000	43,000	43,000		
<i>Total Other Costs</i>	2,644,121	876,268	673,867	673,867	673,867	(202,401)	-23.1%
Debt Service							
Bond DS	8,306,212	9,555,078	10,220,805	10,220,805	10,220,805	665,727	7.0%
Total Expenditures	\$ 116,016,173	\$ 126,454,700	\$ 132,917,672	\$ 133,070,967	\$ 133,070,967	\$ 6,616,267	5.2%

Portland Public Schools
FY2023 Detail Expenditure Budget
Board of Education Recommended Budget
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	FY21 Actual	FY22 Amended	FY23 Supt Recommended	FY23 Fin Comm Recommended	FY23 Board Recommended	\$ +/- v FY22	% +/- v FY22
SALARIES & BENEFITS							
<i>Regular Salaries</i>							
PROFESSIONAL SALARY	\$ 45,005,471	\$ 48,341,267	\$ 50,271,730	\$ 50,384,275	\$ 50,384,275	\$ 2,043,008	4.2%
INSTRUCTIONAL AIDE/ASST	5,474,996	6,326,005	6,522,022	6,522,022	6,522,022	196,017	3.1%
ADMINISTRATOR/ REG SUPPORT	15,821,822	17,569,743	18,685,325	18,685,325	18,685,325	1,115,582	6.3%
Total Regular Salaries	66,302,289	72,237,015	75,479,077	75,591,622	75,591,622	3,354,607	4.6%
<i>Temporary Salaries</i>							
TEMPORARY SALARY	950,906	1,001,528	984,886	984,886	984,886	(16,642)	-1.7%
TUTOR	31,223	48,104	48,104	48,104	48,104	-	0.0%
SUBSTITUTE	1,230,852	1,116,043	1,116,043	1,116,043	1,116,043	-	0.0%
TEACHER ADDITIONAL PAY	101,343	96,331	100,011	100,011	100,011	3,680	3.8%
AIDE/ASST OVERTIME	13	-	-	-	-	-	0.0%
REGULAR SUPPORT OVERTIME	32,272	150,550	165,550	165,550	165,550	15,000	10.0%
STIPEND/DIFFERENTIAL	1,578,877	1,817,183	1,914,390	1,914,390	1,914,390	97,207	5.3%
STIPEND-RETIREMENT SICK	580,541	640,000	640,000	640,000	640,000	-	0.0%
STIPEND/OTHER	-	24,720	-	-	-	(24,720)	-100.0%
Total Temporary Salaries	4,506,027	4,894,459	4,968,984	4,968,984	4,968,984	74,525	1.5%
Total Salaries	70,808,316	77,131,474	80,448,061	80,560,606	80,560,606	3,429,132	4.4%
<i>Benefits</i>							
HEALTH INSURANCE	15,296,986	16,669,316	17,351,581	17,385,082	17,385,082	715,766	4.3%
MEDICARE	981,159	1,121,438	1,169,635	1,171,268	1,171,268	49,830	4.4%
RETIREMENT	3,430,932	3,762,266	3,965,480	3,969,803	3,969,803	207,537	5.5%
TUITION REIMBURSEMENT	218,031	269,520	289,520	289,520	289,520	20,000	7.4%
WORKER'S COMP	561,520	599,865	599,865	599,865	599,865	-	0.0%
ALL OTHER	681,179	848,585	857,346	858,639	858,639	10,054	1.2%
Total Benefits	21,169,806	23,270,990	24,233,427	24,274,177	24,274,177	1,003,187	4.3%
TOTAL SALARIES & BENEFITS	91,978,122	100,402,464	104,681,488	104,834,783	104,834,783	4,432,319	4.4%
CONTRACTED SERVICES							
PURCHASED PROF & TECH SVC	1,465,923	1,451,483	1,629,360	1,629,360	1,629,360	177,877	12.3%
CONTRACTUAL PRE-K	87,919	140,000	175,000	175,000	175,000	35,000	25.0%
EMPLOYEE TRAIN & DEV SVCS	289,559	458,656	410,773	410,773	410,773	(47,883)	-10.4%
OTHER PROFESIONNAL SVCS	14,552	17,000	26,000	26,000	26,000	9,000	52.9%
SECURITY	10,817	161,067	97,495	97,495	97,495	(63,572)	-39.5%
ALARMS	5,430	4,325	4,325	4,325	4,325	-	0.0%
ARCHITECT/ENGINEER - NSA	24,960	20,000	20,000	20,000	20,000	-	0.0%
ADULT ED CONTRACTED SVCS	-	6,000	6,000	6,000	6,000	-	0.0%
SPEC ED CONTRACTED SVCS	381,269	513,458	562,316	562,316	562,316	48,858	9.5%
LEGAL SERVICES	245,766	150,000	230,000	230,000	230,000	80,000	53.3%
WATER	38,326	55,624	48,872	48,872	48,872	(6,752)	-12.1%
SEWER	72,650	141,606	124,800	124,800	124,800	(16,806)	-11.9%
REPAIR AND MAINT SVCS	1,260,245	1,079,762	1,151,622	1,151,622	1,151,622	71,860	6.7%
HVAC MAINTENANCE	620,815	595,514	595,514	595,514	595,514	-	0.0%
MOWING/PLOWING/FIELDMAINT	395,769	610,766	672,800	672,800	672,800	62,034	10.2%
ASBESTOS/MOLD SVCS	23,279	20,000	20,000	20,000	20,000	-	0.0%
VEHICLE & EQUIPMT REPAIR	36,743	31,000	31,000	31,000	31,000	-	0.0%
WASTE DISPOSAL SERVICES	93,442	114,242	121,265	121,265	121,265	7,023	6.1%

Portland Public Schools
FY2023 Detail Expenditure Budget
Board of Education Recommended Budget
April 5, 2022

	FY21 Actual	FY22 Amended	FY23 Supt Recommended	FY23 Fin Comm Recommended	FY23 Board Recommended	\$ +/- v FY22	% +/- v FY22
RECYCLING SERVICES	122,165	122,040	143,100	143,100	143,100	21,060	17.3%
HAZ WASTE DISPOSAL SVCS	-	8,000	8,000	8,000	8,000	-	0.0%
PEST MGMT SERVICES	18,262	17,850	20,350	20,350	20,350	2,500	14.0%
FIRE EXTINGUISHER MAINT SVCS	10,664	10,000	10,000	10,000	10,000	-	0.0%
SOFTWARE MAINTENANCE	-	-	156,195	156,195	156,195	156,195	100.0%
RENTALS	356,749	381,630	500,954	500,954	500,954	119,324	31.3%
COMPUTER LEASE	213,220	46,000	46,000	46,000	46,000	-	0.0%
OTHER PURCHASED SERVICES	520	1,360	1,360	1,360	1,360	-	0.0%
STUDENT TRANSPORT SVCS	-	250	250	250	250	-	0.0%
STUDENT TRANS PURCH-PRIV	115,490	315,000	346,000	346,000	346,000	31,000	9.8%
STUDENT TRANS/PRIV-SPED OOD	-	15,000	100,000	100,000	100,000	85,000	566.7%
STUDENT TRANS/PRIV-HOMELESS	6,785	15,000	50,000	50,000	50,000	35,000	233.3%
INSURANCE-GEN LIABILITY	420,711	603,719	741,612	741,612	741,612	137,893	22.8%
POSTAGE	45,996	71,279	74,303	74,303	74,303	3,024	4.2%
PHONE	167,604	158,052	226,188	226,188	226,188	68,136	43.1%
INTERNET CONNECTIVITY	51,963	52,426	7,426	7,426	7,426	(45,000)	-85.8%
EBOOKS & ONLINE SUBSCRPTNS	96,854	37,634	49,829	49,829	49,829	12,195	32.4%
SOFTWARE/ANNUAL SUBSCRIPT	-	-	615,154	615,154	615,154	615,154	100.0%
ADVERTISING	5,781	15,750	18,000	18,000	18,000	2,250	14.3%
ADULT ED ADVERTISING	10,197	25,000	20,000	20,000	20,000	(5,000)	-20.0%
PRINTING/BINDING	22,558	57,743	54,757	54,757	54,757	(2,986)	-5.2%
PHOTOCOPYING	110,308	157,800	157,800	157,800	157,800	-	0.0%
TUITION TO IN-STATE SAU	106,700	122,510	163,646	163,646	163,646	41,136	33.6%
TUITION TO PRIVATE SOURCE	765,444	843,166	1,023,460	1,023,460	1,023,460	180,294	21.4%
TUITION TO POST-SECONDARY	2,980	15,000	15,000	15,000	15,000	-	0.0%
STAFF TRAVEL	80,017	220,408	176,962	176,962	176,962	(43,446)	-19.7%
ADULT ED TRAVEL-STATE MTG	-	200	-	-	-	(200)	-100.0%
TOTAL CONTRACTED SERVICES	7,798,428	8,883,320	10,653,488	10,653,488	10,653,488	1,770,168	19.9%
SUPPLIES							
GENERAL SUPPLIES	629,294	689,814	803,808	803,808	803,808	113,994	16.5%
CUSTODIAL SUPPLIES	198,888	240,475	257,645	257,645	257,645	17,170	7.1%
INSTRUCTIONAL SUPPLIES	622,447	677,483	557,491	557,491	557,491	(119,992)	-17.7%
NATURAL GAS	995,887	943,800	929,985	929,985	929,985	(13,815)	-1.5%
ELECTRICITY	793,705	1,117,062	1,192,400	1,192,400	1,192,400	75,338	6.7%
BOTTLED GAS	9,256	19,700	16,600	16,600	16,600	(3,100)	-15.7%
OIL	40,608	67,000	66,400	66,400	66,400	(600)	-0.9%
GASOLINE	93,073	127,082	132,750	132,750	132,750	5,668	4.5%
FOOD	887,659	1,549,283	1,708,552	1,708,552	1,708,552	159,269	10.3%
NON-FOOD SUPPLIES	88,575	146,077	146,014	146,014	146,014	(63)	0.0%
BOOKS/PERIODICALS	441,223	456,594	554,532	554,532	554,532	97,938	21.4%
TECH-RELATED SUPPLIES	77,749	131,380	259,527	259,527	259,527	128,147	97.5%
SOFTWARE LICENSES	405,239	566,925	56,350	56,350	56,350	(510,575)	-90.1%
AUDIOVISUAL SUPPLIES	5,686	4,895	5,970	5,970	5,970	1,075	22.0%
TOTAL SUPPLIES	5,289,290	6,737,570	6,688,024	6,688,024	6,688,024	(49,546)	-0.7%

Portland Public Schools
FY2023 Detail Expenditure Budget
Board of Education Recommended Budget
April 5, 2022

	FY21 Actual	FY22 Amended	FY23 Supt Recommended	FY23 Fin Comm Recommended	FY23 Board Recommended	\$ +/- v FY22	% +/- v FY22
MISCELLANEOUS							
DUES AND FEES	114,848	188,670	170,355	170,355	170,355	(18,315)	-9.7%
BANK FEES	624	2,000	2,000	2,000	2,000	-	0.0%
MAINE STATE BILLING FEES	27,268	68,452	30,000	30,000	30,000	(38,452)	-56.2%
SCHOOL BOARD CONF FEES	755	2,000	2,000	2,000	2,000	-	0.0%
JUDGMENTS AGAINST SAU	74,613	-	-	-	-	-	0.0%
FIELD TRIP TRANSPORTATION	54,462	334,921	308,762	308,762	308,762	(26,159)	-7.8%
MISC EXPENDITURES	2,932	7,550	11,750	11,750	11,750	4,200	55.6%
OTHER ITEMS	11,674	96,000	106,000	106,000	106,000	10,000	10.4%
FUND TRANSFERS OUT	2,127,178	-	-	-	-	-	0.0%
TOTAL MISCELLANEOUS	2,414,354	699,593	630,867	630,867	630,867	(68,726)	-9.8%
CAPITAL EQUIPMENT							
EQUIPMENT > \$10,000	43,453	39,000	-	-	-	(39,000)	-100.0%
EQUIPMENT < \$10,000	-	10,000	10,000	10,000	10,000	-	0.0%
VEHICLES (NON-STUDENT)	-	-	33,000	33,000	33,000	33,000	100.0%
TECH-RELATED EQUIP < \$10,000	186,314	127,675	-	-	-	(127,675)	-100.0%
TOTAL CAPITAL EQUIPMENT	229,767	176,675	43,000	43,000	43,000	(133,675)	-75.7%
DEBT SERVICE							
DEBT SERVICE - OTHER	8,264,937	9,200,132	10,194,114	10,194,114	10,194,114	993,982	10.8%
DEBT SERVICE - BUSES	30,039	21,388	20,733	20,733	20,733	(655)	-3.1%
DEBT SERVICE - TECHNOLOGY	11,236	8,558	5,958	5,958	5,958	(2,600)	-30.4%
BOND ISSUANCE	-	325,000	-	-	-	(325,000)	-100.0%
TOTAL DEBT SERVICE	8,306,212	9,555,078	10,220,805	10,220,805	10,220,805	665,727	7.0%
TOTAL EXPENDITURES	\$ 116,016,173	\$ 126,454,700	\$ 132,917,672	\$ 133,070,967	\$ 133,070,967	\$ 6,616,267	5.2%

Portland Public Schools
Board of Education Recommended Budget
FY2023 Expenditures by State Budget Categories
April 5, 2022

State Budget Category	FY21 Actual	FY22 Amended	FY23 Supt Recommended	FY23 Fin Comm Recommended	FY23 Board Recommended	\$ +/- v FY22	% +/- v FY22
1. Regular Instruction	\$ 46,069,680	\$ 48,757,638	\$ 50,245,405	\$ 50,312,057	\$ 50,312,057	\$ 1,554,419	3.2%
2. Special Ed. Instruction	17,373,782	19,318,601	20,222,810	20,222,810	20,222,810	904,209	4.7%
3. CTE (Voc.) Instruction	3,172,295	3,224,795	3,598,754	3,598,754	3,598,754	373,959	11.6%
4. Other Instruction	1,687,331	2,229,348	2,368,728	2,368,728	2,368,728	139,380	6.3%
5. Student & Staff Support	10,694,052	11,987,053	12,924,263	13,010,906	13,010,906	1,023,853	8.5%
6. System Administration	5,917,735	4,717,328	5,099,238	5,099,238	5,099,238	381,910	8.1%
7. School Administration	5,683,958	5,895,946	6,186,655	6,186,655	6,186,655	290,709	4.9%
8. Transportation & Buses	2,938,383	3,600,985	3,938,755	3,938,755	3,938,755	337,770	9.4%
9. Facilities Maintenance	10,872,585	13,722,367	15,066,707	15,066,707	15,066,707	1,344,340	9.8%
10. Debt Service	6,016,698	6,041,774	6,008,608	6,008,608	6,008,608	(33,166)	-0.5%
11. All Other Expenditures	464,099	559,982	594,681	594,681	594,681	34,699	6.2%
Total General Fund	\$ 110,890,596	\$ 120,055,817	\$ 126,254,604	\$ 126,407,899	\$ 126,407,899	\$ 6,352,082	5.3%
Adult Education	2,228,102	2,575,752	2,637,938	2,637,938	2,637,938	62,186	2.4%
Food Service	2,897,474	3,823,131	4,025,130	4,025,130	4,025,130	201,999	5.3%
Total	\$ 116,016,173	\$ 126,454,700	\$ 132,917,672	\$ 133,070,967	\$ 133,070,967	\$ 6,616,267	5.2%

Portland Public Schools
Board of Education Recommended Budget
FY2023 Cost Center Summary - Expenditure
April 5, 2022

	Cost Center	FY21 Actual	FY22 Amended	FY23 Fin Comm Recommended	FY23 Board Recommended	\$ +/-	% +/-
Elem.	Cliff Island	\$ 141,710	\$ 140,947	\$ 140,354	\$ 140,354	\$ (593)	-0.4%
	East End	4,907,053	5,288,812	5,718,560	5,718,560	429,748	8.1%
	Longfellow	3,061,018	3,378,898	3,470,827	3,470,827	91,929	2.7%
	Lyseth	5,099,156	6,189,019	6,737,983	6,737,983	548,964	8.9%
	Ocean Avenue	4,673,720	5,218,472	5,451,971	5,451,971	233,499	4.5%
	Peaks Island	914,133	965,610	1,007,549	1,007,549	41,939	4.3%
	Presumpscot	2,973,086	3,169,174	3,529,739	3,529,739	360,565	11.4%
	Reiche	4,884,376	5,203,472	5,727,604	5,727,604	524,132	10.1%
	Rowe	4,651,549	5,154,136	5,499,618	5,499,618	345,482	6.7%
	Talbot	5,553,487	6,466,691	6,818,216	6,818,216	351,525	5.4%
Middle	King	6,226,259	6,626,985	6,774,356	6,774,356	147,371	2.2%
	Lincoln	5,869,035	6,312,134	6,662,685	6,662,685	350,551	5.6%
	Moore	7,026,626	7,333,521	7,780,504	7,780,504	446,983	6.1%
High	Portland	9,331,096	9,973,519	10,875,400	10,875,400	901,881	9.0%
	Deering	9,641,598	10,480,746	10,880,621	10,880,621	399,875	3.8%
	Casco Bay	3,540,657	3,637,919	3,788,351	3,788,351	150,432	4.1%
	PATHS	3,172,295	3,224,795	3,598,754	3,598,754	373,959	11.6%
Other	Special Education	2,702,002	2,745,733	3,057,194	3,057,194	311,461	11.3% ¹
	Summer School	24,535	-	-	-	-	0.0%
	Breathe Program	499,707	417,737	302,605	302,605	(115,132)	-27.6% ^{1,2}
	Communications Office	318,384	297,056	315,329	315,329	18,273	6.2%
	School Board	215,141	403,812	407,672	407,672	3,860	1.0%
	Superintendent	568,379	633,339	659,805	659,805	26,466	4.2%
	Assistant Superintendent	273,544	388,956	416,192	416,192	27,236	7.0%
	Finance	3,095,316	1,259,975	1,457,111	1,457,111	197,136	15.6%
	Debt Service	6,016,698	6,041,774	6,008,608	6,008,608	(33,166)	-0.5%
	Human Resources	1,074,753	1,261,381	1,386,093	1,386,093	124,712	9.9%
	District-wide Benefits	690,602	769,865	772,365	772,365	2,500	0.3%
	Facilities Department	5,040,287	5,887,381	5,939,581	5,939,581	52,200	0.9%
	IT Department	1,781,102	1,822,081	1,973,801	1,973,801	151,720	8.3%
	MultiLingual/District ELL Prgms	1,563,798	2,736,849	1,959,300	1,959,300	(777,549)	-28.4% ¹
	Department of Academics	1,968,789	2,214,854	2,575,648	2,575,648	360,794	16.3%
	District-wide PreK	275,673	546,263	495,396	495,396	(50,867)	-9.3% ^{1,2}
	Remote Academy	30,934	-	-	-	-	0.0%
	Transportation Services	3,084,098	3,863,911	4,218,107	4,218,107	354,196	9.2%
Total General Fund		\$ 110,890,596	\$ 120,055,817	\$ 126,407,899	\$ 126,407,899	\$ 6,352,082	5.3%
Adult Education		2,228,102	2,575,752	2,637,938	2,637,938	62,186	2.4%
Food Service		2,897,474	3,823,131	4,025,130	4,025,130	201,999	5.3%
Total		\$ 116,016,173	\$ 126,454,700	\$ 133,070,967	\$ 133,070,967	\$ 6,616,267	5.2%

1. The majority of this budget is located in school cost centers

2. FTEs previously budgeted centrally in Central Breathe and PreK Cost Center now budgeted in schools

Portland Public Schools
Board of Education Recommended Budget
FY2023 Tax Rate Computation
April 5, 2022

	General Fund	Food Service	Adult Ed	TOTAL
Total Expenditures	\$ 126,407,899	\$ 4,025,130	\$ 2,637,938	\$ 133,070,967
Less: General Revenue	(877,677)	(3,895,552)	(748,727)	(5,521,956)
State EPS	(19,409,181)			(19,409,181)
State reimbursed Debt Svc	(2,108,369)			(2,108,369)
Use of Fund Balance per Policy DA	(2,035,390)	(125,000)	(20,000)	(2,180,390)
Tax Levy	\$ 101,977,282	\$ 4,578	\$ 1,869,211	\$ 103,851,071
Valuation	14,729,000,000			
Tax Rate:				
FY23	\$ 6.92	\$ 0.0003	\$ 0.13	\$ 7.05
*FY22	\$ 6.64	\$ 0.01	\$ 0.12	\$ 6.77
FY22	\$ 11.91	\$ 0.02	\$ 0.22	\$ 12.15
\$ Increase	\$ 0.289	\$ (0.013)	\$ 0.005	\$ 0.281
% Increase	4.35%	-97.61%	4.02%	4.15%

* After revaluation

Portland Public Schools
Board of Education Recommended Budget
FY2023 Comparative Tax Levy Summary
April 5, 2022

	FY21	FY22	FY23	\$ +/-	% +/-
<i>Food Service</i>					
Expenditures	\$ 3,783,428	\$ 3,823,131	\$ 4,025,130	\$ 201,999	5.3%
Revenue	(3,713,087)	(3,637,008)	(4,020,552)	(383,544)	10.5%
Tax Levy	70,341	186,123	4,578	(181,545)	-97.5%
<i>Adult Ed</i>					
Expenditures	2,536,294	2,575,752	2,637,938	62,186	2.4%
Revenue	(819,075)	(792,239)	(768,727)	23,512	-3.0%
Tax Levy	1,717,219	1,783,513	1,869,211	85,698	4.8%
<i>General Fund</i>					
Expenditures	113,542,955	120,055,817	126,407,899	6,352,082	5.3%
Revenue	(20,991,771)	(22,942,202)	(24,430,617)	(1,488,415)	6.5%
Tax Levy	92,551,184	97,113,615	101,977,282	4,863,667	5.0%
<i>Total</i>					
Expenditures	119,862,677	126,454,700	133,070,967	6,616,267	5.2%
Revenue	(25,523,933)	(27,371,449)	(29,219,896)	(1,848,447)	6.8%
Tax Levy	\$ 94,338,744	\$ 99,083,251	\$ 103,851,071	\$ 4,767,820	4.8%

Portland Public Schools
Board of Education Recommended Budget
FY22 to FY23 Comparative Staffing--Locally Funded
April 5, 2022

Location	<u>Student Enrollment</u>		<u>Teachers (PEA)</u>		<u>Ed Techs</u>		<u>Principals (PAA)</u>		<u>Support Staff (BASE)</u>		<u>Admin & Support (Non-union)</u>		<u>Total</u>		Diff.
	10/1/2020	10/1/2021	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	
Cliff Island Elementary	3	6	1.40	1.30	-	-	-	-	0.25	0.25	-	-	1.65	1.55	-0.10
East End Community	423	432	44.68	44.58	18.29	15.79	2.00	2.00	6.00	6.00	0.18	0.18	71.15	68.54	-2.61
Longfellow Elementary	295	279	27.86	25.01	4.09	3.69	1.50	1.50	4.00	4.00	0.18	0.18	37.62	34.37	-3.25
Lyseth Elementary	496	481	42.99	44.09	10.00	8.50	2.00	2.00	5.00	5.00	0.18	0.18	60.17	59.77	-0.40
Ocean Avenue Elem.	336	330	39.28	37.48	24.79	22.79	2.00	2.00	6.00	5.00	0.18	0.18	72.24	67.44	-4.80
Peaks Island Elem.	33	38	6.80	6.70	2.00	2.00	-	-	2.50	2.50	0.18	0.18	11.48	11.38	-0.10
Presumpscot Elem.	247	230	27.53	26.63	5.50	4.90	1.00	1.00	3.00	3.00	0.18	0.18	37.21	35.71	-1.50
Reiche Elementary	394	411	43.35	43.40	10.15	9.20	-	-	6.75	6.75	0.33	0.33	60.58	59.68	-0.90
Rowe Elementary	437	442	43.54	44.94	17.72	16.93	2.00	2.00	6.50	6.50	0.18	0.18	69.93	70.55	0.62
Talbot Elementary	384	384	48.18	47.88	24.00	24.00	2.00	2.00	7.75	7.75	0.18	0.18	82.11	81.81	-0.30
King Middle School	479	458	53.34	52.17	9.80	11.80	2.00	2.00	7.25	7.25	0.50	0.50	72.89	73.72	0.83
Lincoln Middle School	467	457	51.89	53.42	9.00	10.00	2.00	2.00	8.00	8.00	0.19	0.19	71.08	73.61	2.53
Moore Middle School	484	514	56.70	58.94	20.50	18.60	2.00	2.00	8.00	9.00	0.19	0.19	87.39	88.73	1.34
Casco Bay High	394	391	33.14	33.59	1.20	1.20	1.00	1.00	2.00	2.00	-	-	37.34	37.79	0.45
Deering High School	735	711	75.50	72.00	20.96	24.96	4.00	4.00	12.75	12.75	3.20	3.20	116.41	116.91	0.50
Portland High School	888	908	69.48	74.98	13.60	13.60	4.00	4.00	13.00	13.00	3.20	3.20	103.28	108.78	5.50
PATHS	-	-	20.00	21.50	5.00	7.00	1.00	1.00	8.50	9.00	0.20	0.20	34.70	38.70	4.00
Breathe Program*	-	-	3.50	2.00	-	-	-	-	-	-	-	-	3.50	2.00	-1.50
Special Services	-	-	5.70	8.00	2.70	-	1.00	2.00	1.00	1.00	5.18	4.18	15.57	15.17	-0.40
Superintendent Office	-	-	-	-	-	-	-	-	-	-	3.00	3.00	3.00	3.00	-
Asst Supt/School Mgmt	-	-	-	-	-	-	-	-	-	-	3.00	3.00	3.00	3.00	-
Asst Supt/Academics	-	-	6.60	6.80	-	-	-	-	-	-	5.70	5.70	12.30	12.50	0.20
District-wide PreK**	-	-	-	1.00	-	1.00	-	-	-	0.50	1.50	1.00	1.50	3.50	2.00
Multilingual/Lang Dev.	-	-	4.70	3.75	-	-	-	-	2.00	2.00	13.55	14.75	20.25	20.50	0.25
Communications Office	-	-	-	-	-	-	-	-	0.60	0.60	1.80	1.80	2.40	2.40	-
Finance	-	-	-	-	-	-	-	-	1.00	1.00	8.00	8.00	9.00	9.00	-
Human Resources	-	-	-	-	-	-	-	-	-	-	8.00	8.50	8.00	8.50	0.50
Information Technology	-	-	-	-	-	-	-	-	5.00	6.00	6.00	6.00	11.00	12.00	1.00
Facilities	-	-	-	-	-	-	-	-	8.65	8.65	3.00	3.00	11.65	11.65	-
Transportation	-	-	-	-	-	-	-	-	40.25	40.25	3.32	3.40	43.57	43.65	0.08
Adult Ed	-	-	9.03	10.48	-	-	2.00	2.00	6.63	6.38	2.00	2.50	19.66	21.36	1.70
Food Service	-	-	-	-	-	-	-	-	34.94	35.38	1.00	1.00	35.94	36.38	0.44
Total	6495	6472	715.19	720.64	199.28	195.94	31.50	32.50	207.31	209.50	74.25	75.03	1,227.52	1,233.60	
Change		-23		5.45		-3.34		1.00		2.19		0.78		6.08	

*Most Breathe educational staff are reflected in their school-based costs centers (except where they are deployed district-wide). Breathe admin staff are reflected under Special Services.

**Reflects partner site expansion classroom and central office PreK staffing only.

Portland Public Schools
Board of Education Recommended Budget
FY22 Staffing Changes During Fiscal Year--Locally Funded
April 5, 2022

FY22 Budgeted Positions at Beginning of the Year **1,227.52**

Approved during FY22:

Classroom Teacher	1.00	East End	Teacher
Classroom Teacher	1.00	Rowe	Teacher
Classroom Teacher	2.00	Moore Middle School	Teacher
Classroom Teacher	0.45	Casco Bay High School	Teacher
Dance Teacher	0.50	PATHS	Teacher
Special Ed Teacher	1.00	Deering High School	Teacher
Special Ed Teacher	1.00	Portland High School	Teacher
Occupational Therapist	1.00	District-Wide	Teacher
Breathe Ed Tech	1.00	King Middle School	Ed Tech
Breathe Ed Tech	0.10	Moore Middle School	Ed Tech
Adult Ed Math Chair	0.20	Adult Ed	Teacher
Adult Ed Database Coordinator	0.50	Adult Ed	Non-Bargaining
MLC Outreach & Development Specialist	0.20	Multilingual	Non-Bargaining
HR Specialist	0.50	Human Resources	Non-Bargaining
IT Technician	1.00	Information Technology	BASE
Cafeteria Worker I Team Leader	0.35	Longfellow-Food Svcs	BASE
Transporation Logistics Manager	0.08	Transportation	Non-Bargaining
	11.88		

FY22 Current Staffing **1,239.40**

**Portland Public Schools
Board of Education Recommended Budget
FY23 Staffing Changes Proposed--Locally Funded
April 5, 2022**

FY22 Current Staffing 1,239.40

Proposed in FY23:

Investments	Pre-K Teacher	1.00	Partner Site	Teacher
	Pre-K Ed Tech	1.00	Partner Site	Ed Tech
	Pre-K Social Worker	0.50	Partner Site	Teacher
	Social Worker	1.00	Rowe	Teacher
	Social Worker	0.30	Peaks/Cliff Islands	Teacher
	Ed Techs - Career & Technical Ed.	2.00	PATHS	Ed Tech
	Teacher - ELL Support	1.00	PATHS	Teacher
	Teacher - ELL Support	0.50	Lyseth	Teacher
	Teacher - ELL Support	0.50	Deering High School	Teacher
	School Administrative Assistant	0.50	PATHS	BASE
	Social Studies Teacher Leader	0.20	Academics	Teacher
	Make It Happen Site Coordinator	0.25	Casco Bay High School	Non-Bargaining
	Ed Tech - RISE Program	1.00	Deering High School	Ed Tech
	Adult Ed Literacy Teacher	1.00	Adult Ed	Teacher
	Teacher - Librarian	0.70	East End	Teacher
	Teacher - Librarian	0.30	Longfellow	Teacher
	Teacher - Librarian	0.60	Lyseth	Teacher
	Teacher - Librarian	0.20	Ocean Ave	Teacher
	Teacher - Librarian	0.10	Peaks Island	Teacher
	Teacher - Librarian	0.20	Presumpscot	Teacher
	Teacher - Librarian	0.70	Reiche	Teacher
	Teacher - Librarian	0.70	Rowe	Teacher
Reductions	Teacher - Librarian	0.70	Talbot	Teacher
	Classroom Teacher	(2.00)	East End	Teacher
	Classroom Teacher	(2.00)	Longfellow	Teacher
	Classroom Teacher (Vacancy)	(1.00)	Lyseth	Teacher
	Classroom Teacher	(1.00)	Ocean Ave	Teacher
	Classroom Teacher	(1.00)	Presumpscot	Teacher
	Classroom Teacher	(1.00)	Reiche	Teacher
	Classroom Teacher	(1.00)	Rowe	Teacher
	Classroom Teacher (Vacancy)	(1.00)	Talbot	Teacher
	Classroom Teacher	(2.50)	Moore Middle School	Teacher
	Classroom Teacher	(0.50)	Deering High School	Teacher
	Teacher - Specials	(0.50)	Lincoln Middle School	Teacher
	Social Worker (Vacancy)	(0.10)	Longfellow	Teacher
	Ed Tech (Vacancy)	(0.15)	Reiche	Ed Tech
	Special Ed Exec. Admin Asst (Vacancy)	(1.00)	Special Education	Non-Bargaining
	Ed Tech - Library	(1.00)	East End	Ed Tech
	Ed Tech - Library	(0.40)	Longfellow	Ed Tech
	Ed Tech - Library	(1.00)	Lyseth	Ed Tech
	Ed Tech - Library	(0.60)	Presumpscot	Ed Tech
	Ed Tech - Library	(1.00)	Reiche	Ed Tech
	Ed Tech - Library	(1.00)	Rowe	Ed Tech
	Ed Tech - Library	(1.00)	Talbot	Ed Tech
		(5.80)		

FY23 Proposed Staffing 1,233.60

FY22 Authorized Positions (Budget) 1,227.52

FTE Change 6.08

Portland Public Schools

FY23 Board of Education Recommended Budget

FY21, FY22, FY23 Comparative Staffing--Grant Funded

April 5, 2022

	TITLE IA			TITLE IIA			TITLE IIIA			TITLE IVA			LOCAL ENTITLEMENT			ALL OTHER**			TOTALS		
	FY21	FY22	FY23	FY21	FY22	FY23	FY21	FY22	FY23	FY21	FY22	FY23	FY21	FY22	FY23	FY21	FY22	FY23	FY21	FY22	FY23
Cliff Island Elementary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
East End Community	3.42	5.42	5.42	-	-	-	1.50	1.50	1.50	-	-	-	1.00	1.30	1.30	0.24	1.20	1.20	6.16	9.42	9.42
Longfellow Elementary	-	-	-	0.50	0.50	0.50	-	-	-	-	-	-	2.00	2.00	2.00	-	2.00	-	2.50	4.50	2.50
Lyseth Elementary	1.00	1.00	1.00	-	-	-	-	-	-	-	-	-	2.79	3.00	3.00	-	2.00	-	3.79	6.00	4.00
Ocean Avenue Elem.	1.70	1.90	1.90	0.50	0.50	0.50	0.50	0.50	0.50	-	-	-	3.50	3.21	3.21	-	-	-	6.20	6.11	6.11
Peaks Island Elem.	-	-	-	-	-	-	-	-	-	-	-	-	0.50	0.50	0.50	-	0.80	-	0.50	1.30	0.50
Presumpscot Elem.	2.70	2.50	2.50	-	-	-	-	-	-	-	-	-	1.00	1.00	1.00	-	0.60	-	3.70	4.10	3.50
Reiche Elementary	3.35	3.90	3.90	-	-	-	1.00	1.00	1.00	-	-	-	1.20	0.20	0.20	-	2.00	2.00	5.55	7.10	7.10
Rowe Elementary	1.00	1.50	1.50	-	-	-	-	-	-	-	-	-	2.00	1.00	1.00	-	2.00	-	3.00	4.50	2.50
Talbot Elementary	5.80	5.00	5.00	-	-	-	0.50	0.50	0.50	-	-	-	2.71	4.71	4.71	-	6.22	1.00	9.01	16.43	11.21
Levey Day School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
St Brigid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
King Middle School	-	-	-	1.00	0.50	0.50	1.00	1.00	1.00	-	-	-	1.79	1.79	1.79	-	2.20	2.20	3.79	5.49	5.49
Lincoln Middle School	-	-	-	1.00	0.50	0.50	-	-	-	-	-	-	3.79	3.00	3.00	-	-	-	4.79	3.50	3.50
Moore Middle School	-	-	-	1.00	0.50	0.50	-	-	-	-	-	-	2.57	2.57	2.57	-	-	-	3.57	3.07	3.07
Casco Bay High	-	-	-	-	-	-	-	-	-	-	-	-	1.00	2.00	2.00	-	0.40	0.40	1.00	2.40	2.40
Deering High School	-	-	-	-	-	-	-	-	-	-	-	-	2.83	2.90	2.90	-	0.40	0.40	2.83	3.30	3.30
Portland High School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.20	0.20	-	4.20	0.20
PATHS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bayside Learning Ctr	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Services	-	-	-	-	-	-	-	-	-	-	-	-	8.05	7.50	7.50	-	1.00	1.00	8.05	8.50	8.50
Communications Office	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.50	1.50	-	1.50	1.50
Superintendent Office***	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.00	4.00	-	4.00	4.00
Finance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Human Resources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Information Technology	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Facilities*	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20.50	-	-	20.50	-	-
Multilingual	0.50	-	-	-	-	-	-	0.25	0.25	-	0.60	0.60	-	-	-	1.40	2.00	2.00	1.90	2.85	2.85
Academics	0.90	1.11	1.11	-	-	-	-	-	-	0.90	0.40	0.40	-	-	-	1.10	3.25	1.25	2.90	4.76	2.76
Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adult Ed	0.30	0.30	0.30	-	-	-	-	-	-	-	-	-	-	-	-	9.68	14.37	14.37	9.98	14.67	14.67
Food Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	2.00	-	2.00	2.00
Total	20.67	22.63	22.63	4.00	2.50	2.50	4.50	4.75	4.75	0.90	1.00	1.00	36.73	36.68	36.68	32.92	52.14	33.52	99.72	119.70	101.08
Net Yr-Over-Yr Change		1.96	0.00		(1.50)	0.00		0.25	0.00		0.10	0.00		(0.05)	0.00		19.22	(18.62)		19.98	(18.62)

* FY21 includes 20.5 custodial FTEs shifted to CARES funding (shown in Facilities).

**Mostly Adult Ed Local Grants & ESSERF3

***Superintendent Office reflects FPPS Portland Empowered Staffing

Portland Public Schools
Certified October 1st Attending Enrollment~

Cost Center		Oct 2015 (FY16)	Oct 2016 (FY17)	Oct 2017 (FY18)	Oct 2018 (FY19)	Oct 2019 (FY20)	Oct 2020 (FY21)	Oct 2021 (FY22)	Oct 2022 Projection (FY23)
ELEMENTARY SCHOOLS									
010	Cliff Island	4	5	2	2	5	3	6	4
030	East End	405	400	416	384	419	423	432	415
040	Rowe	395	425	403	435	426	437	442	424
050	Longfellow	337	315	334	334	327	295	279	284
060	Lyseth	504	471	491	515	511	496	481	484
065	Ocean Ave	416	405	381	357	341	336	330	350
070	Peaks Island	40	38	37	39	40	33	38	40
080	Presumpscot	268	252	248	246	271	247	230	232
090	Reiche	427	434	437	436	446	394	411	432
100	Talbot	468	457	442	437	438	384	384	400
	PK exp								16
	Total Elementary	3,264	3,202	3,191	3,185	3,224	3,048	3,033	3,081
MIDDLE SCHOOLS									
110	King	517	517	519	497	476	479	458	471
120	Lincoln	485	499	513	528	502	467	457	441
130	Moore	480	501	444	453	486	484	514	497
	Total Middle School	1,482	1,517	1,476	1,478	1,464	1,430	1,429	1,409
HIGH SCHOOLS									
310	Portland	793	734	756	741	873	888	908	878
340	Deering	901	908	913	906	798	735	711	672
340	Casco Bay	389	378	386	385	389	394	391	389
	Total High School	2,083	2,020	2,055	2,032	2,060	2,017	2,010	1,939
TOTAL SCHOOL ENROLLMENT		6,829	6,739	6,722	6,695	6,748	6,495	6,472	6,429
Change		-158	-90	-17	-27	53	-253	-23	-66
Percent change		-2.3%	-1.3%	-0.3%	-0.4%	0.8%	-3.7%	-0.4%	-1.0%
Subsidy (EPS) counts		6,789	6,740	6,695	6,672	6,730	6,471	6,456	6,413

Notes:

Counts reflect attending enrollment as certified by the Maine Department of Ed.

Only Portland resident PATHS students are included above, and are counted at their home school.

~ Data provided by Maine Dept of Education at <https://www.maine.gov/doe/data-reporting/reporting/warehouse/enrollment>

Investment Narratives

Investment Summary	
Investments - Superintendent Recommended	Net Budget Impact
HS Equity Staffing Enhancement	-\$33,325
Elementary Librarian Restructure	\$10,727
Make It Happen Coordinator at CBHS	\$8,477
Curriculum and Assessment	\$320,760
Pre-K Expansion	\$36,610
LatinX Support at PATHS - Funded with CTE Reserves	\$0
RISE Ed Tech Position	\$44,833
PAE FTE Conversion from Temp Staff	\$30,317
Compensation Increase for FPPS Exec Dir	\$8,920
Total Net Budget Impact of Investments	\$427,319
Investments - Finance Committee Recommended	Net Budget Impact
1.0 FTE Social Worker - Rowe Elementary	\$66,650
.3 FTE Social Worker - Islands Elementary	\$19,995
.5 FTE ELL Teacher - Lyseth Elementary	\$33,325
.5 FTE ELL Teacher - Deering High	\$33,325
Total Net Budget Impact of Investment Adds of 2.3 FTEs	\$153,295
TOTAL FINANCE COMMITTEE RECOMMENDED	\$580,614

Investment	Implement the High School Staffing Equity Enhancement	
Sponsor	Aaron Townsend, Assistant Superintendent of School Management	
FTE Additions	5.0 FTE Teachers at Deering 4.0 FTE Teachers at Portland High	\$599,850
Non-FTE Additions		\$0
Reduced Costs	5.5 FTE Teachers at Deering 4.0 FTE Teachers at Portland High	-\$633,175
Total Budget Impact		-\$33,325

Narrative:

As part of the implementation of our staffing formulas across grade spans, we are proposing to implement the High School Staffing Equity Enhancement at Deering and Portland High Schools. Historically, there has not been a methodology that has determined how many teachers were funded and assigned for general education courses at the high school level. This year we have developed a base staffing formula that prescribed a reduction of teaching staff at Deering (5.5 FTE) and Portland High (4.0 FTE). However, this base staffing formula does not account for the different student needs that exist at the various schools. To address these additional needs, we are proposing the High School Staffing Equity Enhancement to provide additional staffing to be targeted at meeting these students' needs.

Investment	Increase Elementary Librarians	
Sponsor	Aaron Townsend, Assistant Superintendent of School Management	
FTE Additions	4.2 FTE Librarians	\$279,929
Non-FTE Additions		\$0
Reduced Costs	6.0 FTE Library Ed Techs	-\$269,202
Total Budget Impact		\$10,727

Narrative:

In alignment with the development of our district instructional vision, we propose to increase the number of certified librarians at our elementary schools to be able to support our content based literacy strategies. Previously, we had 3 FTE of certified librarians split across our 9 elementary schools with 7.1 FTE of Library Ed Techs to provide access to the libraries at other times. With this investment, we are able to increase the amount of time at every elementary school with certified librarians. East End, Lyseth, Ocean Ave, Reiche, Rowe, and Talbot will have a full time librarian. Longfellow and Presumpscot will share a librarian and a library ed tech. Peaks and Cliff Island will also see an increase in library support and will retain their library ed tech support.

Investment	Make it Happen Site Coordinator (Casco Bay High School)	
Sponsor	Grace Valenzuela, Executive Director of Communications and Community Partnerships	
FTE Additions	.25 FTE Coordinator	\$8,477
Non-FTE Additions		\$0
Reduced Costs		\$0
Total Budget Impact		\$8,477

Narrative:

Make It Happen! (MIH) is a college readiness program that helps multilingual students build competitive academic profiles for college admission and financial aid. MIH Site Coordinators help students take challenging classes, improve their standardized test scores, develop competitive college applications, and engage in leadership, community service, and professional development opportunities. To provide academic and language acquisition support, MIH! assigns English Language Learners in grades 9-12 with volunteer academic coaches. Together, volunteer academic coaches and MIH site coordinators meet with students regularly throughout the school year to provide homework support, reading and writing enrichment, math and science tutoring, and activities that promote critical thinking, goal setting, and organizational skills.

Casco Bay High School is the only high school in Portland Public Schools without a full time Make it Happen! Site Coordinator. The application of the equity staffing formula would have resulted in an increase (2 FTE) for Casco Bay. However, because of the school's program structure, the formula was not adjusted other than the addition of this position.

Investment	Curriculum and Assessment	
Sponsor	Melea Nalli, Assistant Superintendent of Teaching & Learning and Jesse Robinson, Director of Curriculum, Assessment and Instruction	
FTE Additions	0.2 Wabanaki Studies Coordinator	\$20,652
Non-FTE Additions	Curriculum & Assessment adds *Curriculum adds will be added to individual school budgets	\$300,108
Reduced Costs		\$0
Total Budget Impact		\$320,760

Narrative:

For the past few years, Fiona Hopper, Wabanaki Studies Coordinator and Social Studies Teacher Leader, has led a collaboration with Indigenous leaders and scholars from across the state to advise a large group of PK-12 educators representing all schools to develop a high quality Wabanaki Studies curriculum, which will be the first to be developed in the state of Maine. Next year, Ms. Hopper will be developing and delivering professional development for all PK-5 elementary teachers and leaders, as well as supporting the implementation of the 3rd grade Wabanaki Studies unit. Additionally, she will be supporting the development of the Local Black History curriculum, piloting Local Black History PD, and providing professional development for secondary teachers as it relates to the overall social studies curriculum for those grades. All of this amounts to a full-time job and so we are seeking to increase her 0.8 to a full 1.0 FTE.

In addition, we aim to sustain the implementation of the high quality curriculum materials we have adopted and scaled over the past several years. Specifically, we are adding funds to school allocations to ensure they can purchase the consumables and annual subscriptions needed to implement Illustrative Math, Lively Letters, TC Phonics, and Second Step.

We are also adding funds to the Academic budget to support the scale up of elementary science, to finalize Wabanaki Studies development, to work on the development of Local Black History, to support ELA curriculum adoption at middle school and ELA text purchases aligned to the equity audit results, and to support HS math (e.g. Pre-Calculus).

Finally, we are prioritizing the adoption of assessments aligned to the curriculum work already underway, specifically a foundational skills assessment and PK/K screener.

Investment	Pre-Kindergarten Expansion (1 partner site classroom and social work support)	
Sponsor	Melea Nalli, Assistant Superintendent for Teaching & Learning and Alissa Bourque, Director of Portland PreK	
FTE Additions	\$66,650 1 FTE PreK Teacher \$44,833 1 FTE PreK Ed Tech \$33,327 .5 FTE Social Worker	\$144,810
Non-FTE Additions	\$35,000 for 1 site \$12,000 for supplies	\$35,000 \$12,000
Reduced Costs	Projected revenue from State	-\$155,200
Total Budget Impact		\$36,610

Narrative:

The goal will be to create a new Pre-Kindergarten classroom for 16 students at St. Elizabeths, a current community partner site that has an available classroom and is extremely interested in expanding its partnership with PPS PreK. After conducting a study of need in partnership with Starting Strong and the Data Innovation Project, we learned that the Reiche neighborhood has one of the largest unmet needs for providing universal access to high quality Pre-K right now. St. Elizabeth's is located in this neighborhood and will provide more seats for families that have unmet needs right now. The cost to launch this new classroom includes the teacher, ed tech, Memorandum of Understanding with the partner site and curriculum materials costs (Note there is no added cost for transportation as there is room to add 4 students for this classroom. We have averaged 4 students per PreK class needing transportation. If we were to go over that number we would need to add an additional route, which would include a bus, driver, and aide.)

This investment includes adding a .5 social worker to be shared across partnership sites. The increased number of sites and lack of dedicated social work support has been a need identified over the course of the year. This year, a PPS social worker received a stipend to provide some support. The addition of this dedicated FTE responds to the increased number of students and the inadequacy of the previous arrangement.

Social work support is currently available to pre-kindergartners who attend classrooms housed in PPS elementary schools. As PPS continues to add pre-k classrooms, it has become apparent that sites not housed within a school have substantial needs related to

the following: case management, clinical services, consultation to educators, community outreach, and family support. This half-time position will allow the five pre-k classrooms housed in partner sites plus the PATHS pre-k classroom (a ratio of 1 social worker to 224

students) to have access to social work support. This will allow PPS to provide equitable services to all students, which is particularly important because students experiencing homelessness disproportionately attend community partner site classrooms. In addition, we expect to expand by an additional two classrooms next year, one of which is likely to be housed in a community partner site, so this will also allow us to prepare to meet the needs of the expanded Pre-K population.

Furthermore, by supporting students and families at their entry point into PPS with social work services, we can offset longer-term needs and preserve the capacity of our current elementary school social workers. The current stipend used to support this work will be reallocated to the 0.5 FTE.

Revenue from Maine Department of Education will contribute \$9,700 per student (16 total) in the classroom for an expected total of \$155,200, which will essentially cover the full cost of the program. Due to the timing of program reimbursement, the revenue may not be realized in FY23.

Investment	LatinX Support at PATHS	
Sponsor	Aaron Townsend, Assistant Superintendent of School Management, and Kevin Stilphen, Director of Portland Arts and Technology High School	
FTE Additions	2.0 FTE Language Access Ed Techs	\$89,666
	1.0 FTE Teacher ELL Support	\$66,650
	.5 FTE Administrative Assistant	\$20,857
Non-FTE Additions	Use of Restricted Fund Balance - CTE	-\$177,173
Total Budget Impact		\$0

Narrative:

Based on the increased enrollment of English Language Learner students at PATHS and our community engagement sessions with LatinX families this winter, these positions will support student access to the variety of CTE programs available at PATHS in line with the Lau Plan. These positions will be funded from CTE reserves.

Investment	1.0 FTE ed tech for RISE (Reaching Independence through Support and Education Program)	
Sponsor	Melea Nalli, Assistant Superintendent of Teaching & Learning and Jesse Applegate, Director of Student Support Services	
FTE Additions	1.0 FTE ed tech	\$44,833
Non-FTE Additions		\$0
Reduced Costs		\$0
Total Budget Impact	1.0 FTE ed tech	\$44,833

Narrative:

Until recently, students in Maine were entitled to receive special education services until the end of the school year in which they turned 20. Students in PPS who remained in school until that age were those with the highest needs, and they continued to receive services in their specialized program until aging out.

In early 2021, the Maine DOE directed all districts to begin serving students until the age of 22, giving students up to almost two additional years of eligibility. It no longer made sense in this context to serve students who remained eligible at these older ages in their existing programs, where they could be 7-8 years older than their classmates. So for this current school year, PPS created the RISE (Reaching Independence through Support and Education) program to serve students beyond their 5th year of high school.

Because students in this age group have typically completed most of the academic work required to graduate, the RISE program is highly individualized, and focused on each student's transition plan. Depending on their needs and interests, students might take classes at PATHS, engage in other work and community experience, and attend partner programs focused on transitional skills.

The students in RISE have high needs and often need support traveling out of the building to their learning experiences, making support staff crucial to the program's success. Currently, RISE serves 5 students with one teacher and one ed tech, but we anticipate up to 7 additional students joining the program this year (the students in the program now will likely remain eligible for services). This creates a need for an additional 1.0 ed tech FTE, to ensure student access to their programming.

Investment	Increase ESOL Teacher Capacity at PAE	
Sponsor	Aaron Townsend, Assistant Superintendent of School Management, and Anita St. Onge, Director of Portland Adult Education	
FTE Additions	1.0 FTE ESOL Teacher	\$66,650
Non-FTE Additions		\$0
Reduced Costs	Hourly Teacher Costs	-\$36,333
Total Budget Impact		\$30,317

Narrative:

This position will increase the contracted teacher staffing for ESOL programming at PAE to be able to offer additional courses and reduce the demand on the waiting list. PAE will reallocate \$36,333 of hourly teacher costs to support this investment.

Investment	Compensation Increase for FPPS Executive Director	
Sponsor	Xavier Botana, Superintendent	
FTE Additions		\$0
Non-FTE Additions	Salary increase	\$8,920
Total Budget Impact		\$8,920
Investment	Compensation Increase for FPPS Executive Director	

Narrative:

Over the past three years, the Foundation for Portland Public Schools has grown significantly. With that growth, the complexity of the position of executive director has also increased.

The Executive Director for the Foundation for Portland Public Schools is currently compensated significantly below the mid-range for executive directors of similarly sized foundations. Compensation for this role was developed over 7 years ago for a much smaller and less impactful organization. This increase puts that position on par with the market and aligns it more equitably with others in a similar role.

Investment	Additional Social Work at Rowe and Cliff/Peaks	
Sponsor	Melea Nalli, Assistant Superintendent for Teaching & Learning and Chris Reiger, Director of Clinical and Behavioral Supports	
FTE Additions	\$66,650 1 FTE Social Work at Rowe	\$66,650
	\$19,995 .3 FTE Additional Social Work at Cliff/Peaks	\$19,995
Non-FTE Additions	N/A	\$0
Reduced Costs	N/A	\$0
Total Budget Impact		\$86,645

Narrative:

Rowe Elementary School

According to the National Association of School Social Workers, school social work services should be provided at a ratio of one school social worker to each school building serving up to 250 general education students, or a ratio of 1:250 students. When a school social worker is providing services to students with intensive needs, a lower ratio, such as 1:50, is suggested. Rowe's current ratio is 1:416, the highest among Portland Public Schools.

Cliff/Peaks Elementary Schools:

Funding the previously temporary .3 FTE through the local budget would allow the social worker to continue to meet the current IEP needs of Cliff Island School's students (.1 FTE). The remaining .2 FTE would secure a second day of service provision at Peaks Island School. Furthermore, the .2 FTE at Peaks Island School would allow the social worker to continue to support the development, implementation and evaluation of classroom- and school-wide supports and interventions.

Investment	EL Teachers	
Sponsor	Melea Nalli, Assistant Superintendent for Teaching & Learning and Carlos Gómez, Director of Language Development	
FTE Additions	.5 FTE ELL Tchr Lyseth \$33,325 .5 FTE ELL Tchr DHS \$33,325	\$66,650
Non-FTE Additions		
Reduced Costs		
Total Budget Impact		\$66,650

Narrative:

This investment will bring both of these schools within the district ratios for their grade spans. The additional positions will allow us to meet the requirements of our Lau Plan for direct English instruction and collaboration among EL teachers and general educators.

Addendum

Staffing Formula Implementation Summary Chart

	FY22 Actual Local		FY23 Proposed Local		Difference	
School	Classroom	Specials/RA/ WL	Classroom	Specials/RA/ WL	Classroom	Specials/RA/ /WL
Cliff Island	1	0.1	1	0.2	0	0.1
ACR	24	2.6	23	2.8	-1	0.2
EECS	23	2.4	21	2.6	-2	0.2
LNG	18	2.1	16	2	-2	-0.1
LYS	26	3	26	3	0	0
OAE	19	2.8	18	2.6	-1	-0.2
Peaks	3	0.5	3	0.4	0	-0.1
PRS	15	1.8	14	1.8	-1	0
RCH	24	2.4	23	2.4	-1	0
TAL	23	3	23	3	0	0
BDT (K8)		0.5		0.4		-0.1
KMS	24	10.5	24	10.5	0	0
LMS	24	10.5	24	10	0	-0.5
MMS	26	10.5	24	11	-2	0.5
CBHS*	21.31		21.31		0	
DHS	41.5		36		-5.5	
PHS	51		47		-4	
Totals	363.81	52.7	344.31	52.7	-19.5	0

Staffing Formulas by Grade Span

Elementary General Ed Classrooms

Staffing Formula:

Grade Level Enrollment ÷ class size max = # of FTE per grade level (rounded to nearest whole FTE)

Class Size Assumptions

- Pre-K: 16 students
- K: 20 students
- Grades 1-3: 22 students
- Grades 4-5: 25 students

Elementary Related Arts

Staffing Formula

*(Total Number of Classrooms X 3 Specials per week) ÷ (5 sections per day*5 days per week) = Minimum # of Specials FTE (rounded up to the nearest .2 FTE)*

Base Specials Staffing Assumptions (Art/Music/PE)

- Total # of Classrooms includes Pre-K, District Programs
- 1 of each special per week (3 specials/week total)
- Specials teachers teach 5 sections per day

Middle School Core Content Classrooms

Staffing Formula

Core Content FTE = 4 FTE per team (Math, ELA, Social Studies, Science); up to 100 students per team

Class Size Assumptions

- 25 students/class maximum

Middle School Related Arts Staffing

Staffing Formula

[(Total Enrollment X # of sections per day) ÷ class size avg] ÷ # of sections per teacher = Minimum Required FTE

Schedule Assumptions

- 2 sections per day for students
- 25 students class size average
- 4 sections per day per teacher

High School Base Staffing

Staffing Methodology

[(Total Enrollment X Classes per Student) ÷ Class Size Avg] ÷ Sections per Teacher = Minimum Required FTE

Schedule Assumptions

- 25 students/class average
- Classes per student:
 - DHS/PHS=8
 - CBHS=6
- Sections per teacher
 - DHS/PHS=6
 - CBHS=4

High School Equity Staffing Enhancement

Enrollment Enhancement

(1.2 X Projected Unduplicated Count) + Projected Non-Identified Count = Adjusted Enrollment

Unduplicated Student Count

- % of students who qualify as ED, SPED, or ELL

MEMORANDUM
City Council Agenda Item

FROM: Mary Davis, Division Director

DATE: March 25, 2022

SUBJECT: Resolve 9-21/22 Adopting the 2022-2026 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan including Appropriations for Community Development Block Grant Program, HOME Program, and Emergency Solutions Grant Program and Approving a Substantial Amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan and Certifications Pertaining Thereto - Sponsored by Danielle P. West, Interim City Manager

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 3/21/2022

Final Action 4/11/2022

Can action be taken at a later date: No A public notice of these meetings is required and has been published in the Portland Press Herald.

PRESENTATION: Chair of the CDBG Annual Allocation Committee will present the Allocation Committee's recommendations. The City Manager will present her recommendations. HCD Staff are available for questions.

I. SUMMARY

This Resolution adopts the 2022-2026 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan including Appropriations for Community Development Block Grant Program, HOME Program, and Emergency Solutions Grant Program and approves a Substantial Amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan

II. AGENDA DESCRIPTION

The U.S. Department of Housing and Urban Development (HUD) requires that communities receiving HUD funding (CDBG, HOME, ESG) undertake a planning process every three to five years to review local affordable housing and community development needs. This process is designed to help communities develop priorities and multi-year goals in coordination with other community plans and resources to make a greater impact within the community.

The 5-Year Consolidated Plan will be submitted to HUD in May, 2022. The City Council approved the goals and priorities included in this plan at their meeting on October 4, 2021. The Annual Action Plan allocates a total estimated budget of \$6,005,657: including CDBG \$1,992,865, HOME, Program Income and Recapture \$1,239,554, ESG \$164,857, Downtown TIF \$120,000, Cotton St. proceeds \$20,000, Lead Safe Housing Program Income \$45,397, Jill C. Duson Housing Trust Fund \$2,172,194. In addition, a substantial amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan will re-program CARES Act funding from CDBG-CV3 \$124,669 and ESG-CV2 funding \$126,121.

The Housing & Economic Development Committee voted (3-0 Zarro absent) to recommend approval of the Housing Program Budget on February 2, 2022. The Emergency Shelter Assessment Committee (ESAC) voted to recommend approval of the ESG budget at their March 17, 2022 meeting.

This item must be read on two separate days. It received its first reading on March 21, 2022. Five affirmative

votes are required for passage after public comment. This item will also receive two public hearings. This is its second public hearing.

III. BACKGROUND

The CDBG Annual Allocation Committee reviewed all applications and made funding recommendations to the City Manager, both sets of recommendations are included in the attachments in the backup materials. The Housing and Economic Development Committee For additional detail, reference is made to the attachments included in the backup materials.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

City Council approval of the 2022-2026 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan outlining the allocations for the programming of the Community Development Block Grant Program, HOME Program, and Emergency Solutions Grant Program received from the U.S. Department of Housing and Urban Development and approval of a substantial amendment CDBG-CV3 and ESG-CV@ funding.

V. FINANCIAL IMPACT

Funding for these activities will be provided through grants from the U.S. Department of Housing and Urban Development.

VI. STAFF ANALYSIS AND BACKGROUND

For additional details, reference is made to the attachments included in the backup materials.

VII. RECOMMENDATION

Staff recommends that the City Council vote to adopt and approve the 2022-2026 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan including Appropriations for Community Development Block Grant Program, HOME Program, and Emergency Solutions Grant Program and a Substantial Amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan.

VIII. LIST ATTACHMENTS

1. CDBG 2023 Resolution 3.21.2022
2. 1. Memo to Council budget 22-23
3. 2. Memo budget and cap calculations 2022-2023
4. 3. Allocation Committee Recommendation letter and allocations 3-3-2022
5. 4. City Manager Recommendation Letter 2022 3.9.2022
6. 5. Council Memo CDBGCV3 and ESGCV2
7. 6. Housing Program Budget Memo 03.13.2022
8. 7. ESG Budget 2022-2023 Narrative 3.14.2022
9. Con Plan Draft 2 to website and council 3-16-2022

Prepared by:

Mary Davis, Division Director

Date: 03/25/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

**RESOLUTION ADOPTING THE 2022-2026 FIVE-YEAR CONSOLIDATED
PLAN AND FISCAL YEAR 2022-2023 ANNUAL ACTION PLAN INCLUDING
APPROPRIATIONS FOR COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM, HOME PROGRAM, AND EMERGENCY SOLUTIONS GRANT
PROGRAM AND APPROVING A SUBSTANTIAL AMENDMENT TO THE
2016-2020 CONSOLIDATED PLAN AND 2019-2020 ANNUAL ACTION PLAN
AND CERTIFICATIONS PERTAINING THERETO**

WHEREAS, the City of Portland, Maine has determined that there are pressing community and neighborhood needs for further federal assistance for housing and community development activities; and

WHEREAS, activities for the Five-Year 2022-2026 Housing and Community Development Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan have been recommended; and

WHEREAS, the City of Portland will receive an estimated annual allocation from the United States Department of Housing and Urban Development (HUD) of \$1,948,754 of Community Development Block Grant (“CDBG”) Entitlement Funds, for the program year 2022-2023; and the City has also received Community Development funds in the amount of \$44,111 in Housing Development Fund Program income, along with \$20,000 in Cotton Street Proceeds, which is subject to the same regulations as the entitlement funds; and \$120,000 in Tax Increment Financing (TIF) funds; a HOME Program Grant allocation of \$991,679, HOME Program Income and Recaptured Funds of \$247,875; Lead Safe Housing Program Income of \$45,397; local Housing Trust Funds of \$2,172,194; and \$164,857 of Emergency Solutions Grant (ESG) funds; and

WHEREAS, \$124,669 of CDBG-CV3 and \$126,121 of ESG-CV2 will be reallocated to support social services applications submitted and vetted as part of the FY2022-2023 annual CDBG allocation process; and

WHEREAS, the amount of funding to be reallocated from CDBG-CV2 and ESG-CV2 meet the criteria of “substantial amendment” as outlined in the Housing and Urban Development Citizen Participation Plan; and

WHEREAS, the City Council of the City of Portland, Maine, desires to utilize these funds to support housing and community development activities;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Portland, Maine, hereby adopts the FY 2022-2026 Five-Year Consolidated Housing and Community Development Plan and FY 2022-2023 Annual Action Plan; and the estimated annual sums of \$1,948,754 of Community Development Block Grant (“CDBG”) Entitlement Funds, Community Development funds in the amount of \$44,111 in Housing Development Fund Program income, along with \$20,000 in Cotton Street Proceeds, and \$120,000 in TIF funds; a HOME Program Grant allocation of \$991,679, HOME Program Income and Recaptured Funds of \$247,875; Lead Safe Housing Program Income of \$45,397; local Housing Trust Funds of \$2,172,194; and \$164,857 of Emergency Solutions Grant Program are hereby appropriated for the purposes approved in the attached Plan and budgets as provided in the Attached Exhibits; and

BE IT FURTHER RESOLVED, that the City Council of the City of Portland, Maine, hereby adopts the substantial amendment to the FY 2019-2020 Consolidated Housing and Community Development Annual Action Plan including the sums of \$124,669 for the CARES Act Community Development Block Grant Program and \$126,121 for the CARES Act Emergency Solutions Grant Program

BE IT FURTHER RESOLVED, that the City of Portland, Maine, possesses legal authority to apply for the above referenced Community Development Block Grant Program Funds, HOME Program funds and Emergency Solutions Grant Program funds for the Program Year 2022-2023; and

BE IT FURTHER RESOLVED, that the City Manager, Interim City Manager, or designee be authorized to:

- 1) Apply for, accept and expend the estimated annual Community Development Block Grant Entitlement Funds of \$1,948,754 and to expend \$44,111 in CDBG housing program income funds, \$120,000 in TIF, and \$20,000 in Cotton Street proceeds; \$991,679 of HOME Program funds and to expend \$247,875 of program income and recaptured funds; \$45,397 in Lead Safe Housing program income; \$2,172,194 in local Housing Trust Funds; and \$164,857 of Emergency Solutions Grant funds; and
- 2) Officially represent the City of Portland, Maine, in connection with the application, including the execution of contracts on behalf of the City; and
- 3) Act as the certifying officer for HUD environmental documents related to these grants and to execute said documents and any other related documents necessary or convenient to carry out the intent of said grants; and
- 4) Make adjustments to all proposed activities’ budgets as noted below:
 - (a). If estimated allocations decrease, activities under the CDBG, HOME and ESG Programs be proportionately decreased from the estimated

funding levels to match the actual allocation amounts;

(b). If estimated allocations increase, activities under the HOME and ESG Programs be proportionately increased to match the actual allocation amounts; and

(c). If the estimated CDBG allocation increases, any partially funded projects will be proportionately increased until fully funded. Once all recommended projects are fully funded, any remaining balance will be allocated to fully funding unfunded projects from greatest score to least, unless another funding source can be identified for the next eligible project; and

BE IT FURTHER RESOLVED, that the City of Portland, Maine certifies that it will comply with all of the attached assurances and provide such additional information as may be required by the U.S. Department of Housing and Urban Development; and

BE IT FURTHER RESOLVED, that the foregoing FY 2022-2026 Housing and Community Development Consolidated Plan and FY 2022-2023 Annual Action Plan funds are hereby appropriated pursuant to the Budget attached hereto.

Attachments to be added
CDBG Allocation Spreadsheet
Housing Program Budget
ESG Budget



Memorandum

Housing and Economic Development Department Housing and Community Development Program

To: Mayor Snyder and the Portland City Council
Cc: Danielle West, Interim City Manager
From: Mary Davis, Interim Director Housing and Economic Development Department
Date: March 15, 2022
Re: HUD's Consolidated Annual Action Plan 2022-2023

The Consolidated Annual Action Plan includes budgets for the Community Development Block Grant, HOME Program and the Emergency Solutions Grant. The final allocations have not been provided by the U.S. Department of Housing and Urban Development. Therefore, as in prior years, staff is estimating the funding will remain the same as the current year's funding. The City of Portland is estimating to allocate in the Consolidated Annual Action Plan \$6,005,657, which includes allocations from the Department of Housing and Urban Development, program income, and our local funding sources, detailed below:

1. CDBG \$ 1,948,754 Estimated HUD Allocation 2022-2023
\$ 8,822 CDBG Housing Program income for Administration
\$ 35,289 CDBG Program Income
\$ 120,000* TIF Funds for Development Activities (\$90,000) and Administration (\$30,000)
\$ 20,000* Cotton Street Proceeds for Social Service Activities
\$ 124,669* CDBG CARES Act Reprogrammed Funds
\$ 2,257,534 Total Expected CDBG funds to Allocate for 2022-2023

CDBG Funds by Category for HUD Budget(does not include TIF, Cotton St, CARES Act proceeds)*

\$ 398,573 Administration and Planning
\$ 648,816 Social Services
\$ 910,187 Development Activity
\$1,957,576

Attachments: (1a) CDBG recommendation letter from the City Manager; (1b) Staff Memo to City Manager, (1c) Recommendation Letter from the CDBG Allocation Committee; and (1d) Spreadsheet summarizing the recommendations of the Allocation Committee and City Manager; (1e) Overview of Portland's CDBG program

2. HOME \$ 991,679 Estimated HUD Allocation 2022-2023
\$ 161,944 HOME Program Income 2021
\$ 85,931 HOME Recaptured Funds 2021
\$ 1,239,554 Total Estimated HOME funds to Allocate for 2022-2023

Other Housing Funding

LEAD \$ 45,397 Lead Safe Housing Program Income Funds
Trust \$ 2,172,194 Local Housing Trust Funds
\$ 2,217,591

Attached you will find a Memo to the Mayor and City Council from Mary Davis explaining the Housing Budget (2 Housing Budget).

3. Emergency Solutions Grant:
\$164,857 Estimated HUD Allocation 2022-2023
\$126,121 ESG CARES Act Reprogrammed Funds

Attached you will find the proposed Emergency Solutions Grant budget (3 ESG Budget).

Memorandum

Housing and Economic Development Department Housing and Community Development Program



To: City Council
Cc: Danielle West, City Manager
From: Mary Davis, Interim Director Housing and Economic Development Department
Date: March 13, 2022
Subject: **2022-2023 CDBG Budget and Cap Calculations**

In past years, the CDBG budget submitted as part of the HCD Annual Action Plan matched the local CDBG budget presented on the allocation summary sheet. Starting in 2018, the budget differs due to the replacement of program income with TIF funds and Cotton Street proceeds. Staff would like to take the opportunity to address how these changes impact the overall CDBG budget and cap calculations.

CDBG budget and cap calculations: Each year staff calculate the HUD mandated funding caps for the following CDBG funding categories; Planning and Admin, Development Activities, and Social Services. The budget for our local CDBG program is created once the HUD mandated funding caps have been determined. The CDBG budget combines the CDBG entitlement funds with program income, reprogramed funds, and available local funds. These local resources are not included in the cap calculations nor are they required to be included in the HUD CDBG budget.

In past years, the CDBG program received program income from a parcel of land known as the Cotton Street garage. Following the HUD cap calculations, 20% of the program income went to Planning and Admin, 33% went to Social Services, and 47% went to Development Activities. In 2017 the City sold the Cotton Street parcel. In order to make up the loss of program income funds for each category, the City Council allocated \$120,000 of TIF revenue to be used for Planning and Administration (\$30,000) and for TIF-eligible public infrastructure projects (\$90,000). In addition, the City Council allocated \$20,000 from the Cotton Street proceeds to be used for social service activities.

The budget submitted to HUD in the HCD Annual Action Plan excludes local funding for the purposes of HUD mandated cap calculations. The TIF and Cotton Street funds are excluded from the HUD CDBG budget. The difference in the two budgets will be shown on the HUD's Consolidated Annual Action Plan 2022-2023 memo to the City Council.

CITY OF PORTLAND
Housing and Economic Development Department
Housing and Community Development Division

February 18, 2022

Danielle West
Interim City Manager
City Hall
389 Congress Street
Portland, Maine 04101

Dear Ms. West:

We are pleased to submit the Community Development Block Grant (CDBG) Allocation Committee's recommended budget for the 2022-2023 program year.

This letter includes a description of this year's process, how the applications were reviewed and scored, and our recommendations for funding.

The U.S. Department of Housing and Development (HUD) has not released the 2022-2023 allocations, but this information should be available in coming weeks and we are hopeful that the funding will remain at least level with the previous year's funding.

The need for CDBG funds, in general, exceeds the available resources. However, we are fortunate this year in that projected funding is sufficient to fund all of the requested Planning and Administration and Development Activities. The Planning Administration submission was joined by 8 Development Activities projects (down from 9 last year) and 17 Social Service projects (up from 15 last year). The Committee's allocation recommendation, the funding requested and the resulting difference are represented in the following table.

CDBG Funding	ALLOCATION	REQUEST	DEFICIT
	Year 48	Year 48	Year 48
	FY 22-23	FY 22-23	FY 22-23
Planning and Administration	\$404,356	\$404,356	0
Social Service	\$648,816	\$1,369,656	-\$720,840
Development Activities	\$910,187	\$600,872	0
TOTAL	\$1,963,359	\$2,374,884	-\$720,840

389 Congress Street Room 312 · Portland, Maine 04101

APPLICATION PROCESS AND REVIEW

The Allocation Committee Review and Funding Methods

The mandatory applicant's meeting was held remotely on Thursday, October 14, 2021 at 5:00pm via Zoom. CDBG Applications were made available on October 15, 2021 and submissions were due Monday, November 22, 2021 by 4:00pm.

The Committee met 7 times between January 6, 2022 and February 17, 2022 to discuss Administration and Planning, Development Activities, and Social Service applications. The Committee members read each application individually prior to meeting and discussing each as a group. When questions about the applications arose, staff documented the questions and forwarded them to the applicant to respond, and applicant responses were then shared with the Committee and reviewed. Allocation Committee members then scored each application individually, using the scoring matrix structured in accordance with the priorities established by the City Council.

After all the scores were received from Allocation Committee members, staff organized the applications by score from the highest to the lowest within each application category. The City Council has directed the Committee to recommend full funding based on the request of each applicant; therefore, each applicant was awarded full funding in descending order, by total score, until the anticipated funding was exhausted.

Funding Caps

The funding caps for individual projects are set at \$150,000 for Social Service applicants and \$250,000 for Development activities. Administration and Planning funding is limited to 20% of the entire CDBG budget. The 85% Rule for Development Activities specifies that a maximum of 85% of the Development Activity funding can go to fund City applicants, with a minimum 15% reserved for outside organizations. In addition to the 85% rule a public infrastructure set aside of up to 60% of the City's maximum 85% request remains in effect. The 45% Rule for Social Services specifies that a maximum of 45% of the Social Service funding can go to fund City applications, and a minimum of 55% must go to outside requests.

New Applicant Set Aside (20%)

This year's allocations feature a new structure where 20% of funding for both Development Activities and Social Services is set aside for any new projects submitted by applicants that have not previously applied for CDBG funding. These projects must receive a minimum average score of 75 points, but then are ranked among the subset of new applicants for the 20% funding set aside.

This year two applicants met this criteria: *Community Based Domestic Violence Services for Bayside Neighborhood* and *Museum & Theatre After School Clubhouse* which are both Social Services projects.

RECOMMENDATIONS

Administration and Planning Funding

The Committee reviews information regarding Administration and Planning but does not score the application competitively. Administration funding is essential for operating the CDBG program and reporting to HUD. The Planning & Urban Development Department submitted a budget of \$404,356 with the understanding that Administration and Planning funding is limited to 20% of the entire CDBG budget. This year, the 20% cap is \$404,356.

Development Activities Funding

The Committee received 8 Development Activity applications requesting \$600,872 which includes both construction activities and economic development initiatives. For 2022-2023, \$910,187 is available for Development Activity funding. The following table lists in descending scoring point order the applicant organization, program, funding request, and committee recommendation. There is an additional \$309,315 available for development funding which will be rolled into contingency. This contingency can be used to provide gap funding for existing projects or be allocated to new projects as determined by a process set forth in the Citizen Participation Plan.

Organization	Program	Request	Points	Committee Recommendation
Planning & Urban Dev Dept.	CDBG Admin and Planning	\$ 404,356		\$404,356
Coastal Enterprise Inc.	Program	\$ 48,000	93.19	\$48,000
Port Resources	Board Heating System	\$ 32,000	85.44	\$32,000
Habitat for Humanity of Greater Portland	Critical Home Repair Program	\$ 15,000	85.00	\$15,000
COP Department of Public Works	East Oxford St Landscape and Accessibility Improvement Project	\$ 340,000	83.58	\$340,000
Catherine Morrill Day Nursery	Electrical Improvement Plan	\$ 67,687	79.89	\$67,687

Maine Irish Heritage Center	Bell Tower Restoration	\$ 20,000	64.86	\$20,000
Trustees of First Parish Church	Window Restoration	\$ 78,185	64.78	\$78,185

Social Service Funding

The Committee received seventeen (17) Social Service applications, including a \$150,000 request from Community Policing, which will be funded through a set-aside. A total of \$1,369,656 in Social Service requests were received with an estimated \$648,816 in available funding. The following table lists in descending scoring point order the applicant organization, program, funding request, and committee recommendation.

Organization	Program	Request	Points	Committee Recommendation
Police Department	Community Policing	\$150,000	69.56	\$150,000
Through These Doors	Community Based Domestic Violence Services for Bayside Neighborhood	\$91,798	91.72	\$91,798
Children's Museum & Theatre of Maine	Museum & Theatre After School Clubhouse	\$97,469	81.31	\$37,965
Wayside Food Program	Direct Service Program	\$34,000	96.44	\$34,000
Furniture Friends	Basic Needs Expansion	\$25,000	95.28	\$25,000
Preble Street	Joe Kreisler Teen Shelter	\$30,000	94.56	\$30,000
Hope Acts	Support for Homeless and Low Income Asylum Seekers	\$90,000	94.47	\$90,000

Milestone Recovery	HOME Team	\$120,000	94.22	\$120,000
Greater Portland Family Promise	Homelessness Prevention & Housing Services	\$45,000	94.14	\$45,000
Preble Street	Florence House Women's Shelter	\$32,000	93.75	\$25,053
Preble Street	Emergency Food Program	\$71,000	93.17	
Amistad	Mobile Day Space Housing Project	\$150,000	92.67	
Catherine Morrill Day Nursery	Portland CDBG Childcare Voucher Collaborative	\$80,808	92.47	
Catholic Charities	Immigrant Legal Services	\$127,581	91.75	
COP Public Health Division	Mobile Medical Outreach	\$100,000	86.44	
Mayo Street Arts	After School in East Bayside	\$50,000	83.97	
The Opportunity Alliance	Community Services/Homeless Prevention Program	\$75,000	77.22	

ADDITIONAL CONSIDERATIONS

The full funding of Development Activities projects is a relief in light of recent years where many projects had to remain unfunded. However, there are three points related to Social Service projects that deserve additional consideration beyond the scoring rubric we have applied in the above allocations.

First, there is strong consensus within the Committee that the limits of the scoring system and funding availability means that we are leaving competitive applications and critical

services unfunded. While each year we highlight the difficulty in evaluating worthwhile social services, both this year and last there were multiple applicants scoring above 90 that failed to receive funding. There are two types of potential remedies to this that we'd like to suggest:

- There have been motions in recent years to **adjust funding caps** or reduce existing set asides (or both). The committee believes that these should be reconsidered in light of a post-Covid environment where need continues to increase.
- The other potential remedy is an allocation that is either more widely distributed or gives some proportion of funding to the entire group of highest scoring applicants. In practice, this would mean either partial funding above a threshold score, perhaps 90 points; alternatively, all projects scoring above 90 would be selected for funding based on a lottery.

Second, in the first test run of the 'New Program' set aside the Committee met with positive but somewhat mixed results. Having any new applicants is evidence of a healthy program and our expectation is that this set aside will increase interest going forward. Both new programs scored well enough to meet the 75 point minimum threshold. Both programs would provide services that would benefit the City of Portland.

The score of 81.31 for the Children's Museum & Theatre of Maine's project meets the minimum threshold for the new program, but it did not compare well with the rest of the Social Service applicants. Six other unfunded projects scored higher and four of those scored higher by ten points (a significant margin in this system).

The 'New Program' set aside is seeking a balance with established applicants and it is expected that organizations new to CDBG may not score as high. But we would like the Council to consider either an increase in the minimum threshold score or that only fully funded 'new' applicants receive funding with the residual of the 20% set aside returning to the general allocation.

Third, the Committee is aware that the City Council can authorize an allocation of \$20,000 from the Cotton Street parking lot sales proceeds towards CDBG Social Service Activities. In its advisory capacity, the CDBG Allocation Committee recommends applying these funds towards partial funding of Catherine Morrill Day Nursery's Childcare Voucher Collaborative.

We respect that you may have different priorities from those reflected in the Committee's allocation recommendations, and that you have flexibility that is not afforded by the structure of the Committee's scoring system. We look forward to learning of your and the City Council's conclusions regarding CDBG allocations.

Although not directly related to this year's allocation, the committee has reviewed data from previous years to identify trends. Each year, there are a significant number of well-scoring social services applicants which do not receive funding. We recognize that this is a competitive process and wish to keep the rigor of the scoring system; however, we also wish to seek solutions to what may be arbitrary differences in the scoring process. A potential

solution (though not the only one) may be to consider a randomization system for those applicants which are high-scoring, with a specific cut-off score. This practice has been used by other grant programs to increase equity and reduce bias in the grant funding process. The committee will continue to analyze data from previous years to identify opportunities and solutions for increasing consistency and objectivity within the allocation process for consideration by the City Manager and Council.

SUMMARY

Portland is fortunate to have a diverse and talented community of organizations seeking the development of the City and the redress of the needs of its residents. All projects that applied to the program would benefit our City, but scarce funding prevents us from benefitting all of them. This is a competitive process; each applicant competes against all other applicants in their respective Development and Social Services categories.

We thank you for your commitment to this program and hope you are satisfied with the results. We take the opportunity to serve on this committee with the utmost seriousness and diligence and feel the outcomes above reflect our best adherence to the rules and guidance provided.

We offer our recommendations for your consideration. We look forward to seeing you on March 10th and hearing your response.

Sincerely,

The CDBG Annual Allocation Committee for Program Year 2022-2023

Stephen Houdlette, Chair
D. Kelley Young
Janice Hastings
Lawson Condrey
Leslie Clauge

Lucinda Pyne, Vice Chair
Elinor Higgins
Brad Hanscom
Barbara Ginley

Attachments: CDBG Allocation Committee Funding Recommendations 2022-2023 (spreadsheet)

CDBG Allocations 2022-2022

Administration and Planning						Priority Impact/ Goal 30 pts	Guiding Principles 30 pts	Capacity to Deliver 25 pts	Partner/ Collaboration 15 pts	Point Deductions	Total	Committee Recommendation	City Manager Recommendation	Council Allocation
Type	Priority	Organization	Program/ Project	Request										
1	AP	All	Planning & Urban Dev Dept.	CDBG Admin and Planning	\$404,356							\$404,356	\$427,387	\$427,387
Total Admin & Planning Available					\$391,727	Subtotal:						\$404,356	\$427,387	\$427,387

Development, Economic Development and Construction

Type	Priority	Organization	Program/ Project	Request	30 pts	30 pts	25 pts	15 pts	Point Deductions					
8	EO	EO	Coastal Enterprise Inc.	Portland Microenterprise Assistance Program	\$48,000.00	28.33	27.50	23.53	13.83	0.00	93.19	\$48,000		
7	CON	HA	Port Resources	Group Residence New Radiant Base Board Heating System	\$32,000.00	29.00	27.75	20.06	8.63	0.00	85.44	\$32,000		
3	CON	HA	Habitat for Humanity of Greater Portland	Critical Home Repair Program	\$15,000.00	29.67	28.67	24.50	3.67	-1.50	85.00	\$15,000		
2	CON	NI	COP Department of Public Works	East Oxford St Landscape and Accessibility Improvement Project	\$340,000.00	26.17	25.11	22.11	12.44	-2.25	83.58	\$340,000		
6	CON	EO	Catherine Morrill Day Nursery	Electrical Improvement Plan	\$67,687.00	24.06	27.06	21.78	7.00	0.00	79.89	\$67,687		
5	CON	NI	Maine Irish Heritage Center	Bell Tower Restoration	\$20,000.00	15.56	17.83	22.00	9.72	-0.25	64.86	\$20,000		
4	CON	NI	Trustees of First Parish Church	Window Restoration	\$78,185.00	16.39	17.61	20.17	10.61	0.00	64.78	\$78,185		
			Estimated Total Development, Econ Dev. & Construction Requests	\$600,872										
			Estimated Total HUD Allocated Development Funds Available	\$910,187								Subtotal:	\$600,872	
			Estimated Total Funds Available to City Manager and Council (HUD Funds + TIF)	\$1,009,526								Subtotal:		\$0
			* TIF Funding = \$90,000;											\$0

CDBG Recommendations 2021-2022														
Social Service						Priority Impact/ Goal	Guiding Principles	Capacity to Deliver	Partner/ Collaboration	Point Deductions	Total	Committee Recommendation	City Manager Recommendation	Council Allocation
	Type	Priority	Organization	Program/ Project	Request	30 pts	30 pts	25 pts	15 pts		Total			
9	SS	NI	Police Department	Community Policing (set aside)	\$150,000	22.50	22.67	20.67	4.22	-0.50	69.56	\$150,000	\$150,000	\$150,000
10	SS	ANGHP	Through These Doors	Community Based Domestic Violence Services for Bayside Neighborhood (new program set aside)	\$91,798.00	29.28	28.33	22.33	11.78		91.72	\$91,798		
11	SS	EO	Children's Museum & Theatre of Maine	Museum & Theatre After School Clubhouse (new program set aside)	\$97,469.00	26.00	24.11	20.61	10.58		81.31	\$37,965		
14	SS	ANGHP	Wayside Food Program	Direct Service Program	\$34,000.00	29.56	27.89	24.00	15.00		96.44	\$34,000		
16	SS	ANGHP	Furniture Friends	Basic Needs Expansion	\$25,000.00	28.17	28.00	24.11	15.00		95.28	\$25,000		
20	SS	ANGHP	Preble Street	Joe Kreisler Teen Shelter	\$30,000.00	28.78	27.89	23.50	14.39		94.56	\$30,000		
18	SS	ANGHP	Hope Acts	Support for Homeless and Low Income Asylum Seekers	\$90,000.00	29.11	27.33	23.14	14.89		94.47	\$90,000		
22	SS	ANGHP	Milestone Recovery	HOME Team	\$120,000.00	28.64	28.33	23.28	13.97		94.22	\$120,000		
19	SS	ANGHP	Greater Portland Family Promise	Homelessness Prevention & Housing Services	\$45,000.00	29.06	28.06	22.19	14.83		94.14	\$45,000		
21	SS	ANGHP	Preble Street	Florence House Women's Shelter	\$32,000.00	28.22	28.50	23.50	14.03	-0.50	93.75	\$25,053		
15	SS	ANGHP	Preble Street	Emergency Food Program	\$71,000.00	29.11	28.33	23.44	12.28		93.17			
23	SS	ANGHP	Amistad	Mobile Day Space Housing Project	\$150,000.00	28.64	27.89	22.31	13.83		92.67			
13	SS	EO	Catherine Morrill Day Nursery	Portland CDBG Childcare Voucher Collaborative	\$80,808.00	28.72	27.44	23.64	12.67		92.47			
17	SS	EO	Catholic Charities	Immigrant Legal Services	\$127,581.00	27.33	27.33	23.14	13.94		91.75			
24	SS	ANGHP	COP Public Health Division	Mobile Medical Outreach	\$100,000.00	27.81	27.25	21.63	12.75	-3.00	86.44			
12	SS	NI	Mayo Street Arts	After School in East Bayside	\$50,000.00	24.72	27.11	22.08	13.56	-3.50	83.97			
25	SS	ANGHP	The Opportunity Alliance	Community Services/Homeless Prevention Program	\$75,000.00	25.39	26.78	22.50	3.56	-1.00	77.22			
				Total Social Service	\$1,369,656									
				Total Estimated HUD allocated social service funds available	\$648,816							\$648,816		
				Total estimated funds available to the City Manager HUD +Cotton Street	\$668,816								\$150,000	\$150,000
				* Cotton Street funding										
				new program set aside amount of \$129,763										

Executive Department

Danielle West

Interim City Manager

March 10, 2022



Mayor Snyder and Members of the Portland City Council:

I am pleased to submit to you my recommendations for the Community Development Block Grant (CDBG) Program for the fiscal year beginning July 1, 2022 to June 30, 2023. I would like to note that the U.S. Department of Housing and Urban Development (HUD) has not released the final allocations for the 2022-2023 CDBG, HOME Program and the Emergency Solutions Grant Program (ESG). The recommendations noted here and in the budgets for the HOME and ESG programs are estimates that assume the same funding levels as FY 2021-2022.

To begin, I would like to thank the CDBG Allocation Committee for their dedication and work over the last few months. They began their work at the end of December 2021 and have met almost weekly since then to discuss each application. I reviewed their recommendations and acknowledged the difficult task they had. After reviewing the CDBG applications, I met with Housing and Community Development staff and carefully considered the Allocation Committee's recommendations before forming my attached recommendations. *[City Manager's Recommendations A1.]* As you can see, I made changes to the Allocation Committee's recommendations which I believe align with the City's goals and will assist the City's efforts to meet the many needs within our community.

1) **Social Services.** As in past years, the City received a wide variety of competitive social service applications. Due to the significant needs identified, in addition to the annual CDBG allocation for social services, I am also recommending that CDBG Coronavirus Aid, Relief and Economic Security Act (CARES Act) funding set-aside for day space and ESG CARES Act funding set-aside for street outreach be re-programmed to fund some of the remaining CDBG applications.

This year, the CDBG Program included a set-aside for new applicants with the requirement that to qualify, the applicant must not have received CDBG funding in the past and their application must receive a minimum score of 75. After carefully reviewing the materials, I agree with the Allocation Committee's recommendation that only fully funded "new" applicants receive funding with the residual set-aside returning to the general allocation. Consequently, my recommendation includes reallocating the \$37,965 that would have been awarded to *Children's Museum & Theater After School Clubhouse Program* and using the Cotton Street proceeds and CDBG CARES Act funding in order to fully fund the *Preble Street Florence House Women's Shelter Program* and the *Portland Child Care Voucher Program*. In addition, I

recommend that \$71,000 in CDBG CARES Act funds be used to fund the *Preble Street Emergency Food Program*. Lastly, I also recommend that the *Amistad Mobile Day Space Housing Project* be fully funded using the CDBG CARES Act and ESG CARES Act allocations.

2) **Development Activities.** Funds in this category are used to improve and invest in the physical infrastructure and the economic development of our City. This year, we received 7 applications in this category requesting \$600,872 in funding. While we have not received the final CDBG allocation amount from the federal government, we are estimating that \$910,187 will be available in this category. Therefore, my recommendation is that all development activity applications be fully funded with one adjustment. I recommend utilizing a combination of the annual \$90,000 in Downtown TIF funding plus CDBG funding to fund the Department of Public Works *East Oxford Street Landscape and Accessibility Improvement Project*. This will mean that we will have an estimated \$399,315 in unallocated CDBG Development Activity funding. As a result, at a later date, staff will bring forward recommendations for the use of these unallocated funds.

3) **Administration and Planning.** The Housing and Economic Development Department is required to submit a non-competitive application to the Allocation Committee. The Housing and Economic Development Department submitted a request of \$404,356. These funds are used to both administer the program, as well as fund long range planning work through the Planning Department. Once HUD announces the final allocation, staff will adjust their budget accordingly; therefore I am recommending full funding of this application to administer the program.

The above funding recommendations comply with the regulatory requirements set forth by HUD, while also helping to address the critical needs and gaps in services in our community. I thank you for the opportunity to share my recommendations, and I hope you join me in commending all of the good work being done in our City.

Sincerely,

Danielle West
Interim City Manager

CDBG Allocations 2022-2022

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Total Admin & Planning Available					\$391,727							\$404,356	\$391,727	\$0
											Subtotal:	\$404,356	\$391,727	\$0

Development, Economic Development and Construction

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2	CON	NI	COP Department of Public Works	East Oxford St Landscape and Accessibility Improvement Project	\$340,000.00	26.17	25.11	22.11	12.44	-2.25	83.58	\$340,000	\$340,000	*
6	CON	EO	Catherine Morrill Day Nursery	Electrical Improvement Plan	\$67,687.00	24.06	27.06	21.78	7.00	0.00	79.89	\$67,687	\$67,687	
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Estimated Total Development, Econ Dev. & Construction Requests					\$600,872									
Estimated Total HUD Allocated Development Funds Available					\$910,187									
Estimated Total Funds Available to City Manager and Council (HUD Funds + TIF)					\$1,000,187								\$600,872	\$0
* TIF Funding = \$90,000;														

CDBG Recommendations 2021-2022														
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11	SS	EO	Children's Museum & Theatre of Maine	Museum & Theatre After School Clubhouse (new program set aside)	\$97,469.00	26.00	24.11	20.61	10.58		81.31	\$37,965	\$0	
14	SS	ANGHP	Wayside Food Program	Direct Service Program	\$34,000.00	29.56	27.89	24.00	15.00		96.44	\$34,000	\$34,000	
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18	SS	ANGHP	Hope Acts	Support for Homeless and Low Income Asylum Seekers	\$90,000.00	29.11	27.33	23.14	14.89		94.47	\$90,000	\$90,000	
22	SS	ANGHP	Milestone Recovery	HOME Team	\$120,000.00	28.64	28.33	23.28	13.97		94.22	\$120,000	\$120,000	
19	SS	ANGHP	Greater Portland Family Promise	Homelessness Prevention & Housing Services	\$45,000.00	29.06	28.06	22.19	14.83		94.14	\$45,000	\$45,000	
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15	SS	ANGHP	Preble Street	Emergency Food Program	\$71,000.00	29.11	28.33	23.44	12.28		93.17		\$71,000	**
23	SS	ANGHP	Amistad	Mobile Day Space Housing Project	\$150,000.00	28.64	27.89	22.31	13.83		92.67		\$150,000	**
13	SS	EO	Catherine Morrill Day Nursery	Portland CDBG Childcare Voucher Collaborative	\$80,808.00	28.72	27.44	23.64	12.67		92.47		\$80,808	**
17	SS	EO	Catholic Charities	Immigrant Legal Services	\$127,581.00	27.33	27.33	23.14	13.94		91.75			
24	SS	ANGHP	COP Public Health Division	Mobile Medical Outreach	\$100,000.00	27.81	27.25	21.63	12.75	-3.00	86.44			
12	SS	NI	Mayo Street Arts	After School in East Bayside	\$50,000.00	24.72	27.11	22.08	13.56	-3.50	83.97			
25	SS	ANGHP	The Opportunity Alliance	Community Services/Homeless Prevention Program	\$75,000.00	25.39	26.78	22.50	3.56	-1.00	77.22			
				Total Social Service	\$1,369,656									
				Total Estimated HUD allocated social service funds available	\$648,816							\$648,816		
				Total estimated funds available to the City Manager HUD +Cotton Street+CARES Act	\$919,606								\$919,606	\$0
				* Cotton Street funding										
				** CARES Act Funding										
				new program set aside amount of \$129,763										

MEMORANDUM
City Council Agenda Item

FROM: Mary Davis, Interim Director
Housing and Economic Development Department

DATE: March 15, 2022

SUBJECT: Community Development Block Grant CV3 and
Emergency Solutions Grant CV2 CARES Act Funding

I. SUMMARY

This Substantial Amendment to the 2016-2020 Consolidated Plan and the 2019-2020 Annual Action Plan outlines the use of funds received from the U.S. Department of Housing and Urban Development through the CARES Act by re-programming \$124,669 of CDBG – CV3 funding allocated to a day space RFP and \$126,121 of ESG-CV2 funding allocated to Spurwink’s project at 22 Park Avenue.

II. DESCRIPTION

As a result of the federal Coronavirus Aid, Relief and Economic Security Act (CARES Act Public Law 116-136), the City of Portland received supplemental Community Development Block Grant funding (known as CDBG-CV3) and Emergency Solutions Grant funding (known as ESG-CV2). The City Council approved the allocation of \$124,669 from the CDBG-CV3 funding for day space for unhoused individuals. The city issued a RFP seeking development proposals for this project and did not have any responses. Similarly, Spurwink has determined that the services to be offered at 22 Park Avenue need to be available 24 hours a day and the \$126,121 allocated through the ESG-CV2 funding was insufficient to fully staff the program.

These funds must be used to mitigate the impacts of COVID-19. In order to access the funds, the City must submit to the U.S. Department of Housing and Urban Development a Substantial Amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan outlining the use of the funds.

III. BACKGROUND

In addition to providing supplemental funding through the CDBG Program, the CARES Act also provided several temporary waivers and regulatory alternatives to assist communities with expediting the use of the funds to prevent, prepare for and respond to the coronavirus. The City is required by the CARES Act to ensure funding is not used to pay costs if another source of financial assistance is available to pay that cost. Funding recommendations are noted in more detail in the attached funding tables.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

Council approval of the Substantial Amendment to the 2016-2020 Consolidated Plan and the 2019-2020 Annual Action Plan outlining the allocations for the reprogramming of supplemental Community Development Block Grant Program (CDBG-CV3) and Emergency Solutions Grant Program (ESG-CV2) received from the U.S. Department of Housing and Urban Development.

V. FINANCIAL IMPACT

Funding for these activities will be provided by a grant from the U.S. Department of Housing and Urban Development.

VI. STAFF ANALYSIS AND BACKGROUND

The CDBG-CV3 and ESG-CV2 funding recommendations were developed with assistance from staff in the

Housing and Economic Development Department and the Health and Human Service Department.

VII. RECOMMENDATION

Staff recommends that the City Council vote to approve the Substantial Amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan.

VIII. LIST ATTACHMENTS

None

Prepared by: Mary Davis

Date: March 14, 2022

CITY OF PORTLAND
Housing and Economic Development Department
Housing and Community Development Division

TO: Mayor Kate Snyder
Members of the Portland City Council
FROM: Mary Davis, Interim Director
Housing and Economic Development Department
DATE: March 13, 2022
SUBJECT: 2022-2023 Housing Program Budget

SUMMARY OF ISSUE

Review and approval by the City Council of the 2022-2023 Housing Program Budget.

REASON FOR SUBMISSION

The Housing and Economic Development Committee met on February 1, 2022 and voted 3-0 (Zarro absent) to recommend approval by the City Council of the 2022-2023 Housing Program Budget.

HOME Program: The Home Investments Partnerships Program (HOME) was established by Congress in 1992. Since 1992, the City of Portland and the Cumberland County HOME Consortium have received almost \$24 million dollars in HOME funding. In 2009 the City became the lead entity in the Cumberland County HOME Consortium (CCHC). The Consortium is a partnership of the communities in Cumberland County that administers HOME Program funds in Cumberland County. The creation of the consortium expanded the financial resources for affordable housing activities in the region. The City retains independent operation of its HOME program. Because the City serves as the “Lead Entity” and City staff administers the County portion of the funding, all administrative funds are retained by the City. The County’s Municipal Oversight Committee controls the allocation of the County’s portion of the HOME funds.

When the Consortium was formed in 2009, it included a “hold harmless” clause to ensure that the City, as an existing HOME grantee, would continue to receive funding equal to its allocation prior to the formation of the consortium. The “hold harmless” formula was based on a comparison ratio to the HOME funding for the Lewiston/Auburn (L/A) Consortium. The formula identified Portland’s “hold harmless” amount at 118% of the HOME allocation for the L/A Consortium. The Cumberland County HOME Agreement did allow for adjustments to be made if the current level of funding to the L/A HOME

Consortium varied from historic levels. Over the years the L/A allocation has decreased which has resulted in the Portland “hold harmless” amount to decrease. As a result, by agreement with the other members of the CCHC, the annual allocation is divided with 57% of the allocation, after the administrative set-aside, to the City and 43% of the allocation to the County.

As a point of reference, if the City were a stand-alone grantee, the estimated HOME allocation for Portland (using a HUD HOME Allocation estimated calculation) would be approximately \$528,440. Of that amount 10% would be set aside for administrative costs (\$52,844) leaving \$475,596 for program funding. Under the current consortium agreement, the city receives the administrative set-aside (\$99,168) along with approximately \$508,731 in program funds. Participation in the HOME consortium benefits Portland as well as the county as a whole.

HUD has not announced the allocation amount for FY 2022-2023. Since we do not have the final allocation amounts, we are estimating the HUD HOME allocation at the same level as the previous year (\$991,679). \$383,780 is reserved for County projects. The budget proposal was developed after a historical review of HOME funding allocations, previous year's budget allocations, program expenditures and program income (loan repayments) received. Currently, the City's HOME Program is divided into three funding categories:

1. Administration
2. Tenant Based Rental Assistance (TBRA)
3. Affordable Housing Development [including the required Community Housing Development Organization (CHDO) set-aside mandated by HUD]

HOME Program Budget	FY 2021-2022 Budgeted (entitlement + program income)	FY 2022-2023 Budget proposal (entitlement + program income)
Administration	\$107,368	\$115,362
Tenant Based Rental Assistance	\$136,392	\$136,392
Affordable Housing Development includes CHDO requirement	\$509,718	\$458,270

LEAD SAFE HOUSING (Program Income): Lead Safe Housing Program Income is generated through repayment of loans given under prior Lead Safe Housing Grants. These funds can only be used for lead safe housing eligible activities. The City also has a Lead Hazard Reduction Grant of \$2,038,041 (over 42 months 1/2/2020-6/30/2023) in funding for lead paint remediation and \$503,655 in funding to assist with code and life safety improvements

Lead Safe Housing Program Income	FY 2021-2022 Budgeted	FY 2022-2023 Budget Proposal
	\$147,923	\$45,397

HOUSING TRUST FUND: Revenue for the Housing Trust Fund is generated from fees triggered by the City's Housing Preservation and Replacement Ordinance, fee-in-lieu contributions from the Inclusionary Zoning Ordinance and Hotel Inclusionary Zoning fee. Including the current balance of the Housing Trust Fund in the Housing Program Budget gives budget authority for the use of the funds. There are no projects or activities currently identified for these funds. The amount budgeted is the maximum that might be expended in

FY23. However, staff continues to recommend a minimum balance in the Trust, so the *effective budget would be \$1,911,107* (\$2,411,107 less \$500,000.) If additional funds are allocated to the Trust based on current discussions, this number might be adjusted based on the outcome.

Housing Trust Fund (HTF) Budget	FY 2021-2022 Budgeted	FY 2022-2023 Budget Proposal
	\$1,455,975	\$1,911,107

STAFF ANALYSIS AND RECOMMENDATION – The proposed Housing Program Budget will be adjusted when HUD announces the fiscal year allocation for the HOME Program. The budget is brought forward at this time to facilitate the release of the City’s Affordable Housing Development and TIF Application on a schedule that works with the Low Income Housing Tax Credit Program at MaineHousing. This budget is forwarded to the full City Council for two Public Hearings (March 21 and April 11), as part of the overall HCD budget. The final budget allocations and Annual Action Plan are submitted to HUD 45 days in advance of the start of the fiscal year (May 15 for the fiscal year beginning July 1, 2022).

At this time staff is requesting approval by the City Council of the FY 22/23 Housing Program Budget as outlined above and summarized in the attached spreadsheet. If the HUD allocation amount is different from the estimate used in this budget, program budgets will be adjusted proportionately.

FY 22/23 Housing Program Budget - Attached

2022-2023 HOUSING PROGRAM BUDGET

02.18.2022

Total HUD HOME Entitlement Allocation	991,679
Portland Program Portion	508,731
Portland Admin Portion	99,168
County Program Portion	383,780

Recommended by HEDC (3-0 Zarro absent) 02.01.2022
Approved by Council TBD
HUD Allocation Date: TBD

REVENUES- Housing Programs

2022-23 HOME Consortium Admin (10% of allocation)
2022-23 HOME Consortium Programming
2021-22 HOME Estimated Program Income*
2021-22 HOME Estimated Program Income Recaptured Funds*
2021-22 HOME Estimated Program Income and Recapture Deduction for County*
2022-2023 Housing Trust Fund
2021-22 Lead Safe Housing Program Income**

REVENUE TOTALS (Portland)

HOME	LEAD Safe Housing Program Income**	Housing Trust Fund	TOTAL BUDGET
99,168			99,168
508,731			508,731
161,944			161,944
85,931			85,931
-145,750			-145,750
		2,172,194	2,172,194
	45,397		45,397
710,024	45,397	2,172,194	2,927,615

** Includes previous unallocated program income FY20 + program income estimate FY21

2022-23 HOUSING Budget by Activity (Portland)

Administration 243023QQ01 (includes 10% of PI)
Tenant-Based Rental Assistance 443023QT01
Affordable Housing Development 243023QA00
CHDO 243023QA00
Lead Safe Housing 243019PLL1 (PLL036)

EXPENDITURE TOTALS (Portland)

HOME	Housing	Trust Fund	BUDGET
115,362			115,362
136,392			136,392
373,481		2,172,194	2,545,675
84,789			84,789
0	45,397		45,397
710,024	45,397	2,172,194	2,927,615

* July -Dec PI & Recapture Actuals FY 21

For FY23 budget PI & Recapture based on actuals from Jan -Dec 2021

2022-23 HOME Consortium COUNTY - approved by MOC on XX.XX.2022

County HOME Program budget provided for reference only; adjusted for final HUD Allocation XX.XX.2022

Allocation of County funds is done by the County's Municipal Oversight Committee

REVENUES- Housing Programs

2022-23 HOME Consortium Non-Portland Programming
2021-22 HOME County Program Income and Recapture

County
383,780
145,750
529,530

2022-23 HOUSING Budget by Activity

Affordable Housing Development 243023QC00
CHDO 243023QC00

County
465,566
63,963
529,530

City of Portland, Emergency Solutions Grants (ESG) Program

The ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly rehouse homeless individuals and families, and (6) prevent families/individuals from becoming homeless. Eligible recipients generally consist of states, metropolitan cities, urban counties, and territories, as defined in 24 CFR 576.2. Each recipient must consult with the local Continuum(s) of Care operating within the jurisdiction in determining how to allocate ESG funds.

ESG Essential:

Chestnut Street Family Shelter: Funds pay for staff who provides housing assistance by seeking affordable units, applying for eligible subsidies and accessing transitional housing opportunities and follow-up case management services by assisting with budgets, tenant/ landlord negotiations, and connecting to area resources. There is a need in Portland to expand the essential services with the high number of families arriving. The budget is adjusted to cover 1.25 FTE; this will allow the case manager to work with 5-10 families (17-34 individuals).

ESG Prevention:

Oxford Street Shelter: Funds pay for staff who assist in preventing individuals from becoming homeless and providing necessary case management and referrals.

Rapid Re-housing:

Oxford Street Shelter: Funds pay for staff who assist persons who have become homeless by quickly moving them into permanent housing and providing the necessary case management and referrals to address individual needs.

Proposal for EGS Essential and Preventative grants:

HUD has not yet released ESG allocations for fiscal year 2023. Once the final allocation is announced, any necessary adjustments will be proportionately to increase or decrease the budget to match the final allocation amount.

2022-2023 ESG Budget

Proposed 2022-2023 Budget for ESG

Emergency Solutions Grant 2014-2023

rev. 03.14.2022

Program	ESG Budgeted Funding Amount by Fiscal Year									
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Operations: Homeless Health	\$28,993	\$35,391	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Essential Services: Family Shelter	\$21,853	\$26,675	\$28,327	\$28,327	\$28,327	\$27,000	\$52,064	\$52,065	\$82,477	\$82,477
Homeless Prevention: Family Shelter	\$21,853	\$26,675	\$52,369	\$52,369	\$52,395	\$51,200	\$27,865	\$30,412	\$0	\$0
Homeless Prevention: Oxford Street	\$8,972	\$10,952	\$13,800	\$13,244	\$13,262	\$12,950	\$13,815	\$16,363	\$16,363	\$16,363
Rapid Rehousing: Oxford Street	\$35,888	\$43,807	\$55,200	\$55,200	\$55,200	\$54,200	\$55,064	\$55,064	\$55,064	\$55,064
Administration and HMIS	\$5,600	\$6,836	\$12,138	\$12,092	\$12,096	\$11,781	\$12,065	\$12,479	\$10,953	\$10,953
<i>Total (Actual)</i>	\$123,159	\$150,336	\$161,834	\$161,232	\$161,280	\$157,131	\$160,873	\$166,383	\$164,857	\$164,857
<i>Admin/HMIS cap</i>	\$9,237	\$11,275	\$12,138	\$12,092	\$12,096.00	\$12,096	\$12,065	\$12,479	\$12,364	\$12,364

Explanation (FY23)

Operations: Homeless Health	This program is no longer administered by the City of Portland
Essential Services: Family Shelter	Funds pay for staff who provides housing assistance by seeking affordable units, applying for eligible subsidies and accessing transitional housing opportunities and follow-up case management services by assisting with budgets, tenant/ landlord negotiations, and connecting to area resources. There is a need in Portland to expand the essential services with the high number of families arriving. The budget is adjusted to cover 1 .25 FTE, this will allow the case manager to work with 5-10 families (17-34 individuals).
Homeless Prevention: Oxford Street Shelter	Oxford Street Shelter: Funds pay for staff who assist in preventing individuals from becoming homeless and providing necessary case management and referrals.
Rapid Rehousing: Oxford Street Shelter	Funds pay for staff who assist persons who have become homeless by quickly moving them into permanent housing and providing the necessary case management and referrals to address individual needs.
Administration and HMIS	Funding goes to pay for licenses to use HUD's Homeless Management and Information System. Licenses are provided by Maine Housing.
Budget Notes	3.14.2022 HUD has not yet released ESG allocations for fiscal year 2023. Once the final allocation is announced, any necessary adjustments will be proportionately to increase or decrease the budget to match the final allocation amount.

NOTE:

City Council will take public comment on this budget

City of Portland, Maine

2022-2026 Five-Year HUD Consolidated Plan and 2022- 2023 Annual Action Plan DRAFT



Draft #2 – released March 16, 2022

This draft will be updated during the public comment period between March 11th and April 11th as significant changes are made. If you wish to make comments on this draft, please send an email to hmccarthy@portlandmaine.gov or call 756-8089.

Prepared by
Housing & Community Development Division
City of Portland, Maine
389 Congress Street Room 312
Portland, ME 04101



Executive Summary

ES-05 Executive Summary – 24 CFR 91.200(c), 91.220(b)

1. Introduction

The U.S. Department of Housing and Urban Development (HUD) requires jurisdictions to combine the planning and applications for the Community Development Block Grant (CDBG), the HOME Investment Partnership Program and the Emergency Shelter Grant (ESG) into a single submission known as the Consolidated Plan. This Consolidated Plan provides a basis and strategy for the use of federal funds granted to the City of Portland's CDBG and ESG programs as well as the Cumberland County HOME Consortium programs. The City of Portland's Department of Planning and Urban Development, Housing and Community Development (HCD) Division, is the lead entity for managing and distributing the HOME Consortium funding. This Consolidated Plan covers the period beginning July 1, 2016 through June 30, 2021, including five program years.

In addition to the Consolidated Plan, HUD requires jurisdictions to submit an Annual Action Plan which will describe how the funds for a program year will be distributed to address the needs, goals, and priorities identified in the Consolidated Plan. The programs and activities described in the Annual Action Plans are primarily intended to benefit low and moderate income residents of the City of Portland and Cumberland County through the HOME Consortium.

The Consolidated Plan is based on a combination of community outreach, public hearings, consultation with various agencies, and collaboration with non-profit organizations, neighborhood groups, and community stakeholders. Before submittal to HUD, the Consolidated Plan was made available to the public through a 30-day comment period as well as two public hearings.

Definitions used in this Consolidated Plan correspond to the HUD definitions of low income, extremely low income, and moderate income. Additionally, the CDBG program refers to 'eligible areas' as census block groups in which at least 51% of the households have an income less than 80% of the AMI; whereas 'target areas' refer to neighborhoods and census block groups which have the highest concentration (80-95%) of households with an income less than the 80% of the AMI. The boundaries of the 'target areas' will be defined in each Annual Action Plan.

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2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The objectives and outcomes identified in this Consolidated Plan are based on a combination of HUD-provided data, independent research, community outreach, consultation with various agencies and service providers, and the established goals and priorities of the City of Portland and the Cumberland County HOME Consortium. Based on the information collected, the following goals will be used to allocate funding for the next five years. All programs and activities funded through the CDBG, HOME and ESG programs will help to fulfill one of these four goals:

1. Neighborhood Investment & Infrastructure- Create strong, safe accessible and vibrant neighborhoods.
2. Housing Availability- Increase housing availability and affordability.
3. Economic Opportunity – Create Economic opportunities to transition people out of poverty.
4. Address the Needs of the Growing Homeless Population- Prevent and reduce Homelessness.

3. Evaluation of past performance

Limited financial resources are the City's biggest constraint to meeting the needs and goals of our community. Year after year, the request for funding far exceeds the amount of funds available through the City's CDBG, HOME, and ESG programs. However, the use of the HUD funds allows for an increase in leveraged funds through many of the program's subrecipients. In order to maximize the effectiveness of the HUD funds distributed within our Community, each subrecipient's application goes through an extensive evaluation process.

The needs, goals, and priorities identified in this Consolidated Plan represent a continuing evaluation and evolution the City's CDBG, HOME and ESG programs. As new information becomes available about the needs of our community, HCD staff work with City officials to make sure that the goals of the HUD programs are aligning with the direction and goals of the City. Through the continued evaluation process, HCD staff is able to make sure that the needs of the City are being addressed in every funding cycle.

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4. Summary of citizen participation process and consultation process

The City conducted a number of evaluations in preparation for this Consolidated Plan, including an evaluation of the HUD required Citizen Participation Plan. Through this process, the HCD staff made several improvements to the Citizen Participation Plan. The City holds multiple public meetings each year, including a service providers meeting, to make sure the needs of the community are heard. Per HUD requirement, two public hearings are held each year to allow the public to give input directly to the City Council on how HUD-program funding should be allocated. In addition to the public hearings and meetings, HCD staff welcome meetings with concerned citizens, neighborhood organizations and other community groups. Surveys were sent out to business development professionals, service providers, and residents. Additionally, the City of Portland and Cumberland County jointly engaged in an Analysis of Impediments to Fair Housing process which involved wide outreach through individual interviews, focus groups, and surveys. The HCD staff also serve on several committees and are active members of organizations related to improving the quality of life for low- and moderate-income Portland residents.

5. Summary of public comments

6. Summary of comments or views not accepted and the reasons for not accepting them

7. Summary

This 5 year Consolidated Plan identifies housing and community development needs in both the City of Portland through the CDBG and ESG programs and Cumberland County through the HOME Consortia. The needs assessment and market analysis done in this Consolidated Plan were used to form the Housing and Community Development strategic plan for the next five years. The details of the needs assessment, market analysis, and strategic plan are described in the following document.

The Process

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	PORTLAND	

CDBG Administrator	PORTLAND	Housing and Economic Dev Dept, HCD Division
HOPWA Administrator	PORTLAND	Frannie Peabody Center, ME
HOME Administrator	PORTLAND	Housing and Economic Dev Dept, HCD Division
ESG Administrator	PORTLAND	Health and Human Services Department, SS Division
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative

The City of Portland's Housing and Economic Development Department, Housing and Community Development Division (HCD), is the lead entity for managing and distributing HOME funding. The City of Portland and Cumberland County are a HOME Consortium, with 80% of funding directed toward the City of Portland and 20% to Cumberland County. The Cumberland County Community Development Office distributes CDBG funding to all towns and cities in Cumberland County except the City of Portland and the Town of Brunswick, which participates in the State of Maine CDBG program. South Portland and Bridgton have set aside allocations from the County CDBG funding. The City of Portland receives, manages, and distributes its own CDBG allocation. ESG funding is administered and distributed through the City of Portland's Health and Human Services Department with oversight from the Housing and Community Development Division. HOPWA funding is directly granted to, managed, and administered by the Frannie Peabody Center.

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The Consolidated Plan and Annual Action Plan were written jointly by staff in the City of Portland Housing and Community Development Division and Cumberland County based on consultation with myriad individuals and entities who provided feedback and guidance to the process, recommendations, and decision making defining the details of the Plan.

In addition to several focus groups, surveys, and direct outreach to organizations and individuals, the City of Portland has a citizen-centered allocation process for all funding. All CDBG applications for social services and development are scored and reviewed by the CDBG Allocation Committee, a group of 9-13 community members who are chosen through an application process and appointed by the City Council. The Committee recommends funding allocations to the City Manager based on priorities, information provided, performance, and capacity of the applicants. All Allocation Committee meetings are open to the public, with dates and times posted on the City's website in the online calendar. The City Manager reviews the Committee's allocation recommendations and may make additional recommendations. All recommendations are then presented to the City Council at two meetings where public comment is taken consistent with the Citizen Participation Plan; the City Council then makes the final allocation decisions.

The HOME budget is developed by HCD Staff and presented to the Housing and Economic Development Committee, which consists of several members of the City Council. This is a public meeting which is advertised on the City website with notices sent to housing partners, neighborhood organizations, and other interested parties who have registered to receive notice of these meetings. Public comment is taken on the budget.

The Emergency Solutions Grant is presented to the Continuum of Care and the Emergency Shelter Assessment Committee. Both groups discuss the allocations and vote on the budget and activities included in the plan.

The entire Consolidated Plan and Annual Action Plan, including the budgets for CDBG, HOME, and ESG, are presented and discussed at two public hearings consistent with the Citizen Participation Plan. Public comment is taken at both meetings and the City Council makes the final approval decisions.

Consolidated Plan Public Contact Information

Mary Davis

Housing and Community Development Division

389 Congress Street, Room 312, Portland, ME 04101

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(207) 874-8711

mpd@portlandmaine.gov

PR-10 Consultation - 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

1. Introduction

The City of Portland Housing and Community Development Division works with other City divisions and departments, regional coalitions, state programs, and county partners to achieve its goals. The HUD Citizen Participation Plan (CPP) ensures that the City undertakes an effective public process that encourages input and participation from residents, non-profit organizations, and other stakeholders. The CPP also guarantees access to meetings, information, and public hearings on CDBG, HOME, and ESG funded activities, goals, and priorities, as well as provides procedures for reducing barriers to those who may need accommodations to participate. Technical assistance must be provided, upon request to organizations that would like to develop proposals for funding under the City's Housing and Community Development programs.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City of Portland utilizes 33% of CDBG funds for social service supports, including housing programs, homeless services, crisis management services, childcare, family support services, substance use disorder services, youth and adolescent support services, senior services, neighborhood-based programs and projects, and health care for the homeless. City staff meets with agencies throughout the year to provide technical assistance and ensure they are serving the needs of target populations while meeting HUD guidelines and regulations.

There are four public housing authorities within Cumberland County: Portland Housing Authority, Brunswick Housing Authority, South Portland Housing Authority, and Westbrook Housing Authority. The City of Portland and Cumberland County collaborate extensively with these housing authorities in several areas including development of affordable housing, recreational activities for at-risk youth, self-sufficiency programs, and vouchers for families, unhoused individuals, and disabled persons. Staff from both the County and City of Portland participate in the Maine Affordable Housing Coalition, which is a collaborative group of developers, Community Action agencies, public housing authorities, investors, housing and service providers, advocates, and others working to increase the supply of quality, affordable housing throughout Maine.

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Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The Maine Continuum of Care is a group of service providers who work together in a collaborative planning process to develop programs that address homelessness. Continuums can apply to the U.S. Department of Housing and Urban Development (HUD) for McKinney-Vento funding to support these programs. Local agencies wishing to access these funds must do so through their Continuum's annual CoC NOFA application process. Cumberland County Community Development Division staff members regularly attend Maine Continuum of Care meetings and provide input on plans for regional service provision. City of Portland Staff from the Health and Human Services Department and Housing and Community Development Division coordinate with members of the Emergency Shelter Assessment Committee (ESAC) and the United Way of Greater Portland to support the Continuum of Care and monitor shelter bed usage for single adults, adolescents, and families. ESAC members include shelter providers for singles, adolescents, individuals with mental illness, women, families with children, victims of domestic violence, supportive housing providers, mental health services providers, and general services. ESAC also produces monthly and quarterly statistics on shelter usage and provides a forum to discuss new programs, resource availability, and emerging trends.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS.

The Maine HMIS is a collaborative effort between MaineHousing, the dedicated lead agency, and the Maine Continuum of Care, of which the City of Portland and Cumberland County are members. The Maine Continuum of Care (MCOC) covers the entire State of Maine and supports projects throughout the region. The MCOC's mission is to plan and coordinate an inclusive system that helps Maine people avoid or exit quickly from homelessness, and to address the underlying causes of homelessness. Organizations that receive CoC or ESG (Emergency Solutions Grant) funding are expected to be members in good standing of their local Continuum of Care in order to continue to be eligible for funding.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities.

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Agency	Agency Type	Section of Plan	Consultation and Outcome
City of Portland			
Cumberland County			
Portland Housing Authority	PHA		
Brunswick Housing Authority	PHA		
South Portland Housing Authority	PHA		
Westbrook Housing Authority	PHA		
Maine Affordable Housing Coalition			This agency works to increase affordable housing in Maine, a perennial goal of the City of Portland.
Community Housing of Maine	Housing		
Habitat for Humanity Greater Portland			
Crossroads Community Health			
Tedford Housing			
Through These Doors	Services – Victims of Domestic Violence		

Volunteers of America Northern New England			
Milestone Recovery			
Preble Street			
Maine Equal Justice			
Maine Development Fund			
Black Owned Maine			
CEI Center for Women's Business			
Portland Regional Chamber of Commerce			
Sebago Lakes Chamber of Commerce			
Institute for Family Owned Businesses			
Live + Work in Maine			
Coastal Counties Workforce Solutions			
Maine Department of Economic and Community Development			
Portland Adult Education			

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Lakes Region Adult Education			
Windham/Raymond Adult Education			
Catholic Charities Maine			
Project GRACE			
Standish Department of Parks and Recreation			
Opportunity Alliance			
Town Managers and Planners in Cumberland County			
Harrison Food Bank			
Preble Street			
Greater Portland Council of Governments			
Maine Broadband Coalition			
Broadband Providers*			
Maine Housing	Housing		
Maine Equal Justice			
Alpha One			

Disability Rights Maine			
New England ADA Center			
Oxford St Shelter			
Cumberland County Public Health			
Homeless Voices for Justice			

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

All agencies related to public services available in the City of Portland and housing services available in Cumberland County and the City of Portland were consulted, as well as individuals with lived experience. Interviews were conducted with Housing and Public Service providers throughout Cumberland County; see attached summary sheet.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Analysis of Impediments to Fair Housing	City of Portland Housing and Community Development Division and Cumberland County Community Development Division	This plan identifies barriers to Fair Housing within the jurisdiction through robust public outreach and will guide the strategy for mitigating those barriers.
ReCode Portland	City of Portland Planning and Urban Development Division	This plan identified areas for improvement within the current zoning with the goal of creating a new, unified development code to better meet needs of the city in housing, design, conservation, and transportation.
Historic Preservation Impact Study	City of Portland Planning and Urban Development Division	This study identified the impact of the City of Portland's Housing Preservation ordinance.
One Climate Future	The Cities of Portland and South Portland	This plan outlines potential scenarios for climate challenges within the two cities and opportunities for mitigation, particularly in areas where low-moderate income individuals live.
Portland's Plan 2030	City of Portland	This is the comprehensive plan of the City of Portland which outlines goals and policies of the City for housing, sustainability, and the economy.
Maine Won't Wait	Maine Climate Council	This is a four-year plan to mitigate hazards of climate change in order to resiliency.
Transit Tomorrow	Greater Portland Council of Governments	This plan aims to create new connections to suburban and rural communities, while increasing quality of life through complete street policies.
Thrive 2027	United Way	This is a coordinated effort to increase social outcomes for residents of Cumberland County.
Maine Jobs and Recovery Plan	State of Maine Executive and Legislative Branches	This plan outlines goals and funding opportunities for increasing the economic outcomes for Maine residents through the American Rescue Plan.
City of South Portland Housing Assessment and Strategy Report	City of South Portland	This plan, currently in draft form, outlines trends and needs for housing in South Portland.

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Multifamily Housing and Land Use Regulation	Greater Portland Council of Governments	This analysis explored the limits to multifamily housing development within the region to provide a baseline of data for use in regional discussion.
The Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions	State of Maine 130 th Legislature	This report provided to the Legislature barriers and opportunities for increasing housing by studying zoning and land use restrictions.
State of Maine Economic Development Strategic Plan	State of Maine Department of Economic and Community Development	This is a ten-year strategy to address economic challenges and opportunities in Maine including workforce and quality of life.
Portland Housing Authority Strategic Vision Plan	Portland Housing Authority	The document illustrates conceptual design and financial strategies that will allow the agency to be creative in meeting the need for more affordable housing in southern Maine.
Westbrook Housing Authority 2020-2024 Five Year Plan	Westbrook Housing Authority	The scope of this plan pertains only to the Housing Choice Voucher Program (HCV).
2018 Comprehensive Economic Development Strategy	Greater Portland Council of Governments	In 2011, GPCOG was designated by the US Department of Commerce's Economic Development Administration as the Economic Development District for our region; this is the five-year CEDS plan.
Project: Connect Cumberland	Cumberland County	Connect Cumberland is designed to support broadband growth by helping participating communities to develop an Operating Mechanism that will serve as the fiscal agent to pay for major projects, and to contract with ISPs for end-user service and maintenance, and invest financially in strategic infrastructure projects that improve regional broadband expansion, through grants and county funds.

Coastal Counties Workforce Plan	Coastal Counties Workforce Board (CCWB)	This plan communicates CCWB's vision for aligning and integrating local workforce service delivery across federal programs in the region to foster better alignment of Federal investments in job training, integrate service delivery across programs, and ensure that the workforce system is job driven and matches employers with skilled individuals.
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Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

Cumberland County reached out multiple times to planners and managers in every town and city within the CDBG consortium and multiple service providers involved in housing and economic development related work in County. Cumberland County and the City of Portland work closely to provide non-duplicative services and consult with MaineHousing on housing projects within the City and County.

Narrative

The City of Portland and Cumberland County consulted with a number of agencies, organizations, and public entities during the development of this plan. These consultations assisted in identifying barriers to housing, potential for increased economic opportunities, and gaps in services for varying populations including individuals who are unhoused or at risk of homelessness, individuals with disabilities, and persons fleeing domestic violence.

PR-15 Citizen Participation - 91.105, 91.115, 91.200(c) and 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City of Portland CDBG Priority Task Force is a group of residents appointed by the City Council through an application process to review the goals, needs, and priorities of CDBG program and inform creation of the Consolidated Plan. Although the City had planned numerous in-person outreach events to gather data to inform the work of the Task Force, these events were unable to proceed due to the onset and continuation of the Covid-19 pandemic through 2020. The 2020 Task Force met twelve times between March and September of 2020 in public meetings held mostly virtually due to Covid-19. The task force used data from 477 respondents of targeted surveys for the general public, business owners, social service providers, and past applicants and subrecipients of CDBG funding to update the priorities and goals for the Consolidated Plan.

In addition to the outreach directly undertaken for the creation of the Consolidated Plan, there have been numerous public outreach efforts by various entities within the jurisdiction which provided information relevant to the creation of the Consolidated Plan. HCD Staff attended many of these public outreach efforts including MaineHousing HOME-ARP focus groups, South Portland Housing Forums, and annual City of Portland District meetings. These meetings included a variety of service providers and individuals with lived experience.

Due to the Covid-19 pandemic, most of the outreach efforts were conducted via electronic or print means, which can be problematic for individuals who need accommodations. To mitigate this, HCD staff worked with staff at the Office of Economic Opportunity to make surveys, focus groups, and written materials accessible to individuals for whom English is not a first language. Surveys related to the Analysis of Impediments and Consolidated Plan were translated into the five most prevalent languages in the County: French, Spanish, Portuguese, Arabic, and Somali. Additionally, the City and Cumberland County reached out to providers who work with potentially impacted populations, including low- and moderate-income persons, residents of neighborhoods where CDBG funds are proposed for use, persons with disabilities, and minorities, to identify individuals with lived experience to participate in focus groups as well as distribute surveys and information.

Cumberland County took the following actions to reach County residents either directly or digitally. In order to reach populations with unreliable broadband access, County staff reached out to service providers to identify how they were communicating with their networks and created a survey to be shared through these networks which provided space to describe barriers faced in accessing

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housing, job training, and basic needs services. Staff also created a page on the County website describing the purpose of the Consolidated Plan and importance of diverse resident input. Municipalities within the county were asked to share this information and survey links on their town or city websites and social media, as well as through physical postings within town buildings. Seven public forums were held to inform the public about the Consolidated Plan process and collect public comment.

Public hearings for the Consolidated Plan were held on March 21, 2022 and April 11, 2022. These hearings were noticed in the Portland Press Herald on March 4th, 2022. This information was also posted to the City's website at <http://www.portlandmaine.gov/762/Plans-Reports> and <http://www.portlandmaine.gov/2702/Submitted-Applications> as well as posted on the City's social media accounts. The draft Consolidated Plan was published for review on March 10th, 2022 on the City of Portland's website at <http://www.portlandmaine.gov/762/Plans-Reports>. A notice of public comment was published in the Portland Press Herald on March 4th, 2022, outlining the 30-day public comment period which would begin on March 11th, 2022 and conclude on April 11th, 2022. The public comment period and public hearing dates were also posted on the City's social media accounts.

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Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
	Community Forums (CC and Portland)				All comments were accepted	
	CDBG Task Force					
	Community Development Survey					
	Analysis of Impediments Survey					
	Analysis of Impediments Focus Groups	Organizations and				
	CDBG Allocation Meetings and Website					
	Public Meeting					
	Public Meeting					
	Public Meeting					
	Newspaper Ad					
	Public Meeting		Public Hearings on Consolidated Plan and Annual Action Plan held on March 21, 2022 and April 11, 2022.			
	Council District Meetings					
	Internet Outreach					

Table 4 – Citizen Participation Outreach

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Needs Assessment

NA-05 Overview

Needs Assessment Overview

In recent years, the City of Portland has been experiencing rising housing costs as Portland becomes increasingly attractive for a diverse range of households. Surrounding communities have begun to feel the impact of this change in the market. However, this situation is not unique to our region. Cities across the nation have been experiencing renewed investment and shifting demographics as demand for living in close proximity to urban centers continues to grow. Given market limitations, the development of new housing affordable to current residents has been limited. Increasingly, stories of displacement and household instability are becoming more common as residents struggle to find decent, safe, and affordable housing.

NA-10 Housing Needs Assessment - 24 CFR 91.405, 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

The housing stock in Portland and throughout the Greater Portland Region is aging and reaching the end of useful life for housing. Rehabilitation of aging housing stock often involves extensive energy efficiency efforts because of severe winter weather. The cost involved with rehabilitating older housing can be cost prohibitive in a housing market that is already too expensive for many residents.

Demographics	Base Year: 2009	Most Recent Year: 2017	% Change
Population	276,156	289,125	5%
Households	114,107	118,780	4%
Median Income		\$65,702	

Table 5 - Housing Needs Assessment Demographics

Data Source:	2000 Census (Base Year), 2013-2017 ACS (Most Recent Year)
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Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	16,245	12,615	20,400	12,390	57,155
Small Family Households	3,953	3,025	6,213	4,429	30,645
Large Family Households	388	548	965	607	3,418
Household contains at least one person 62-74 years of age	3,484	3,226	4,907	2,684	12,650
Household contains at least one person age 75 or older	3,088	2,631	2,844	1,547	3,912
Households with one or more children 6 years old or younger	1,633	1,167	2,088	1,445	5,920

Table 6 - Total Households Table

Data Source:	2013-2017 CHAS
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Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	500	150	70	45	765	61	40	25	43	169
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	35	85	135	10	265	15	4	24	0	43
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	185	175	55	59	474	34	79	158	0	271
Housing cost burden greater than 50% of income (and none of the above problems)	5,933	1,373	350	40	7,696	3,494	2,027	1,740	319	7,580
Housing cost burden greater than 30% of income (and none of the above problems)	1,174	2,832	3,157	498	7,661	753	2,078	3,741	2,048	8,620

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Zero/negative Income (and none of the above problems)	740	0	0	0	740	437	0	0	0	437

Table 7 – Housing Problems Table

Data Source:	2013-2017 CHAS
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2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	6,658	1,783	610	154	9,205	3,609	2,147	1,954	362	8,072
Having none of four housing problems	3,456	4,212	7,650	3,792	19,110	1,350	4,454	10,175	8,070	24,049
Household has negative income, but none of the other housing problems	740	0	0	0	740	437	0	0	0	437

Table 8 – Housing Problems 2

Data Source:	2013-2017 CHAS
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3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	2,240	1,134	1,116	4,490	905	1,034	2,092	4,031
Large Related	180	229	85	494	93	184	210	487
Elderly	2,139	1,163	549	3,851	2,532	2,144	1,977	6,653
Other	3,000	2,021	1,799	6,820	805	847	1,224	2,876
Total need by income	7,559	4,547	3,549	15,655	4,335	4,209	5,503	14,047

Table 9 – Cost Burden > 30%

Data Source:	2013-2017 CHAS
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4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	1,945	317	54	2,316	836	631	574	2,041
Large Related	155	25	0	180	93	29	20	142
Elderly	1,544	344	109	1,997	1,901	955	680	3,536
Other	2,692	779	184	3,655	742	444	458	1,644
Total need by income	6,336	1,465	347	8,148	3,572	2,059	1,732	7,363

Table 10 – Cost Burden > 50%

Data Source:	2013-2017 CHAS
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5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	205	229	165	39	638	53	83	143	0	279
Multiple, unrelated family households	0	0	0	10	10	0	0	39	0	39
Other, non-family households	25	30	25	20	100	4	0	0	10	14
Total need by income	230	259	190	69	748	57	83	182	10	332

Table 11 – Crowding Information - 1/2

Data Source:	2013-2017 CHAS
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	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present								

Table 12 – Crowding Information – 2/2

Describe the number and type of single person households in need of housing assistance.

According to the 2019 5-year ACS estimates, there are 36,267 single person households in Cumberland County with a median income of \$35,018. Almost half (47.3%) of single-person households are renters. In the City of Portland alone, almost 70% of single-person households are renters. Fair Market Rents in 2019 the Portland, ME HUD Metro FMR Area were \$989 for an efficiency and \$1071 for a one bedroom. Through our outreach, we know that rents in the area have skyrocketed since 2019, further exacerbating an already tenuous issue.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

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Through These Doors, a domestic violence resource center serving Cumberland County, reports 500 annual requests for shelter, which includes folks who made multiple requests. Unfortunately, the organization is able to shelter only 100 adults and twenty children per year.

What are the most common housing problems?

Cost burden is the most significant housing problem in Cumberland County. Although the 2017 CHAS data indicates 91% of total households at 100% HAFMI or less are cost burdened, this problem has significantly worsened since that time. In 2020 in Cumberland County, 68.6% of renter households were unable to afford a median two-bedroom unit according to MaineHousing's affordability index database. This reflects an extreme supply shortage of rental units available which has increased the cost substantially for renters, particularly in the Portland area.

The limited supply of rental units may contribute to instances of housing problems within the jurisdiction by allowing landlords to delay housing maintenance without lowering profit margins in order to find tenants. This may more significantly affect households with an income of 0-30% of HAFMI, as 60% of households at that income level report one or more housing problems. Of those, 64% are renters.

During 2020, housing construction costs skyrocketed due to supply chain issues impacted by the Covid-19 pandemic. Because of this increase in costs, as well as inconsistent or restrictive zoning across towns within the County, creating more affordable housing has been challenging. At the same time, demand for housing in Portland and surrounding communities increased quickly as workers were more mobile due to remote work and chose to seek housing opportunities outside of larger cities and communities. From 2009 to 2017, the population in Cumberland County had increased by 4%; the explosion of interest in the jurisdiction due to the pandemic has further exacerbated the extreme shortage of available units for rent and purchase.

Both of the above points, in tandem with high-density of market-rate buyers in Portland, have led low-, moderate-, and middle-income residents to move to towns surrounding Portland. These towns have fewer affordable units available, intensifying competition of existing stock.

In addition to the difficulty of finding a unit, the administration of public and affordable housing processes is too complicated for many who don't have a high school education, are burdened with survival related responsibilities, or work hours that do not align with the hours during which they could get assistance with these processes.

Are any populations/household types more affected than others by these problems?

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Portland has long been a desirable and welcoming community for immigrants, refugees, and asylum seekers. Unfortunately, the shortage of affordable housing options can be particularly difficult for individuals who may have larger families, limited English, and few resources. Many of the immigrant, refugee, and asylum-seeker families have been forced to seek housing options outside of the greater Portland area. As immigrants/refugees get pushed further away from Portland, they move geographically further away from the only support services who are linguistically equipped and culturally competent enough to identify needs and issues and provide appropriate, sensitive treatment or assistance.

This is true also for individuals with disabilities, domestic violence victims, and other individuals who may have lower incomes who depend on services which may be more readily available, or only available, within the City of Portland. These individuals have difficulty competing for the small number of affordable housing opportunities available due to the lack of significant income as well as the time, energy, or capacity required to compete for limited housing opportunities. Additionally, there are fewer units available with accommodations, leaving disabled people on the aggregate more likely to find housing which doesn't meet their needs or may not have the ability for physical accommodations to be added due to age and deterioration.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

Many refugee and asylum seeking families are at a particularly high risk of residing in the family shelter. Several contributing factors include the State of Maine choosing to no longer reimburse for benefits provided to unlawful immigrants, including people who have expired visas and do not have required paperwork, and the long waiting list for larger subsidized units and Housing Choice Vouchers. Due to the continuous changes in state and local funding, tracking the needs of families who received rapid re-housing assistance and are nearing the termination of that assistance is difficult. This has become especially difficult during the Covid-19 pandemic, as case managers have been unable to meet in person with at-risk families and individuals. Additionally, many families and individuals are currently residing in a number of hotels across the region in order to meet public health spacing recommendations, making it difficult for these families to receive and access consistent services. Many formerly homeless families receiving rapid re-housing assistance may find it difficult to maintain their current housing, and there is a significant lack of affordable housing options available.

The Covid-19 pandemic has also disproportionately affected families and individuals with mental illness by limiting access to services. According to Maine's Plan to End and Prevent Homelessness, Mental Illness and Substance Use were the 2nd and 3rd contributing factors in almost every unhoused population, including families. Poverty was overwhelmingly the first.

Substance misuse, in particular opioid use, has skyrocketed in Maine. Since 2013, annual drug overdose deaths have tripled. In December 2021 alone, there were 51 overdose deaths in Maine; 22% of these were in Cumberland County.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

The persons noted above who are no longer eligible for general assistance benefits are primarily refugees, asylum seekers, and persons with mental illness or substance use disorder.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

The housing characteristic linked most closely with instability and increased risk of homelessness is cost burden or loss of subsidy. Families who must choose whether to pay for utilities, food, rent or other necessities, will eventually not be able to make rent or utilities which will eventually lead to eviction. The loss of subsidy will also lead to eviction as the person or family will be unable to pay.

Discussion

Almost 30% of County households have at least one type of housing problem, as noted in the charts above. Of these households with housing problems, housing cost burden is the greatest need with 44% having a housing cost burden greater than 50%, 50.3% of which are renters and 49.7% are owners. Including households facing a housing cost burden of over 30% of household income, the percentage of households increases to 91%, 54% of which are renters and 46% are owners.

Renters in the 0-30% income bracket are more likely to be severely cost burdened (50% or more of income to housing costs, while renters in the 50%-80% AML income level are more likely to pay more than 30% of their income toward housing costs. This same trend is true for

owner households. Affordable housing for low-income residents throughout Cumberland County is extremely limited.

NA-15 Disproportionately Greater Need: Housing Problems - 91.405, 91.205 (b)(2)

Introduction

Cumberland County and Portland have higher concentrations of racial and ethnic groups than Maine as a whole; however, these numbers are still small. According to the 2019 Five-Year American Community Survey, less than six percent (5.8%) of the County population, 3.4% of the state population, and 12.4% of the population in Portland identify as Black/African-American, American Indian/Alaska Native, Asian, Pacific Islander, or some other race. Individuals identifying as Hispanic comprise 2.1% of the population in Cumberland County. This translates to 578 American Indian/Alaska Native individuals, 6,350 Asian individuals, 8,863 Black/African-American individuals, and 6,061 Hispanic individuals out of a County population of 292,307. Because of the small population numbers, coupled with documented underrepresentation of minorities on census and ACS results, it can be difficult to determine disproportionately greater need among minorities based solely on those data sources. Cumberland County and the City of Portland are committed to working with local partners who work with minority populations to identify additional opportunities to alleviate unsafe housing problems.

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	12,193	2,878	1,177
White	10,573	2,398	922
Black / African American	750	290	119
Asian	339	130	105
American Indian, Alaska Native	14	25	0
Pacific Islander	0	0	0
Hispanic	250	15	20

Table 13 - Disproportionately Greater Need 0 - 30% AMI

Data Source:	2013-2017 CHAS
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*The four housing problems are:

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1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	8,853	3,755	0
White	8,018	3,450	0
Black / African American	204	70	0
Asian	175	84	0
American Indian, Alaska Native	38	12	0
Pacific Islander	0	0	0
Hispanic	185	25	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI

Data Source:	2013-2017 CHAS
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*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	9,490	10,922	0
White	8,661	10,117	0
Black / African American	249	365	0
Asian	119	65	0

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
American Indian, Alaska Native	0	20	0
Pacific Islander	0	0	0
Hispanic	230	180	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI

Data Source:	2013-2017 CHAS
---------------------	----------------

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,066	9,297	0
White	2,946	8,897	0
Black / African American	0	60	0
Asian	60	100	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	10	115	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Data Source:	2013-2017 CHAS
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*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Discussion

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Households with low-incomes, and those who identify as Hispanic, Asian, or Black/African-American are disproportionately affected by one or more housing problems. Hispanic households whose incomes are below 80% of AMI are more likely to live in a unit with a housing problem than the jurisdiction has a whole. Asian households with incomes between 50%-100% of AMI are disproportionately affected by a housing problem. Three-quarters of households with incomes less than 30% of AMI have one or more housing problems, and 70% of households at 30%-50% of AMI are experiencing a housing problem. While Black/African-American households represent 3% of the total County population, 3.6% across income levels are experiencing one or more housing problems.

NA-20 Disproportionately Greater Need: Severe Housing Problems - 91.405, 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

Cumberland County and Portland have higher concentrations of minority racial and ethnic groups than Maine as a whole; however, these numbers are still small. According to the 2019 Five-Year American Community Survey, less than six percent (5.8%) of the County population, 3.4% of the state population, and 12.4% of the population in Portland identify as Black/African-American, American Indian/Alaska Native, Asian, Pacific Islander, or some other race. Individuals identifying as Hispanic comprise 2.1% of the population in Cumberland County. This translates to 578 American Indian/Alaska Native individuals, 6,350 Asian individuals, 8,863 Black/African-American individuals, and 6,061 Hispanic individuals out of a County population of 292, 307. Because of the small population numbers, coupled with documented underrepresentation of minorities on census and ACS results, it can be difficult to determine disproportionately greater need among minorities based solely on those data sources. Cumberland County and the City of Portland are committed to working with local partners who work with minority populations to identify additional opportunities to alleviate unsafe housing problems.

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	10,267	4,806	1,177
White	8,917	4,056	922
Black / African American	660	380	119
Asian	214	255	105
American Indian, Alaska Native	10	29	0
Pacific Islander	0	0	0
Hispanic	225	45	20

Table 17 – Severe Housing Problems 0 - 30% AMI

Data Source:	2013-2017 CHAS
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*The four severe housing problems are:

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1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,930	8,666	0
White	3,535	7,945	0
Black / African American	109	159	0
Asian	50	209	0
American Indian, Alaska Native	14	32	0
Pacific Islander	0	0	0
Hispanic	65	150	0

Table 18 – Severe Housing Problems 30 - 50% AMI

Data Source:	2013-2017 CHAS
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*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,564	17,825	0
White	2,323	16,411	0
Black / African American	140	474	0
Asian	15	169	0

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
American Indian, Alaska Native	0	20	0
Pacific Islander	0	0	0
Hispanic	65	340	0

Table 19 – Severe Housing Problems 50 - 80% AMI

Data Source:	2013-2017 CHAS
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*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	516	11,862	0
White	481	11,377	0
Black / African American	0	60	0
Asian	0	160	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	10	115	0

Table 20 – Severe Housing Problems 80 - 100% AMI

Data Source:	2013-2017 CHAS
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*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

Discussion

White households make up 88% of all households with one or more severe housing problems but are almost 92% of the County's population. This demonstrates that racial and ethnic minorities are more likely to experience one or more severe housing problems. Black and African-American households with incomes between 30%-80% of AMI are more likely to experience a severe housing problem than the jurisdiction as a whole; 41% of households at 30%-50% AMI, and 23% of households at 50%-80% of AMI. Hispanic residents with incomes less than 30% of AMI are disproportionately affected by severe housing problems (2% of the total households), and all households (63%) with incomes of less than 30% of AMI are more likely to experience severe housing problems than any other income level. 10,267 households at 0-30% of AMI are experiencing severe housing problems; of those, 87% are White, 6% are Black/African-American, and 2% are Asian.

The small population numbers, coupled with documented underrepresentation of minorities on census and ACS results, can make it challenging to determine disproportionately greater need among minorities based solely on those data sources. Cumberland County and the City of Portland are committed to working with local partners who work with minority populations to identify additional opportunities to alleviate unsafe housing problems.

NA-25 Disproportionately Greater Need: Housing Cost Burdens - 91.405, 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

Cumberland County and Portland have higher concentrations of minority racial and ethnic groups than Maine as a whole; however, these numbers are still small. According to the 2019 Five-Year American Community Survey, less than six percent (5.8%) of the County population, 3.4% of the state population, and 12.4% of the population in Portland identify as Black/African-American, American Indian/Alaska Native, Asian, Pacific Islander, or some other race. Individuals identifying as Hispanic comprise 2.1% of the population in Cumberland County. This translates to 578 American Indian/Alaska Native individuals, 6,350 Asian individuals, 8,863 Black/African-American individuals, and 6,061 Hispanic individuals out of a County population of 292, 307. Because of the small population numbers, coupled with documented underrepresentation of minorities on census and ACS results, it can be difficult to determine disproportionately greater need among minorities based solely on those data sources. Cumberland County and the City of Portland are committed to working with local partners who work with minority populations to identify additional opportunities to alleviate unsafe housing problems.

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	81,306	20,040	16,148	1,262
White	77,085	18,352	14,686	972
Black / African American	1,194	404	590	134
Asian	1,012	459	234	105
American Indian, Alaska Native	137	28	24	0
Pacific Islander	0	0	0	0
Hispanic	882	360	275	30

Table 21 – Greater Need: Housing Cost Burdens AMI

Data Source:	2013-2017 CHAS
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Discussion

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Cost burden is one of the most significant housing problems in Cumberland County and Portland. Thirty percent of the jurisdiction pays more than 30% of their income for housing. When considering race alone, this increases to 43% for Black or African-American families, 41% for Hispanic families, and 38% for Asian families. Eleven percent (11%) of Black/African-American families and 10% of Asian families are have no or negative income compared to 2% of the jurisdiction as a whole. Although these households do not technically have a cost burden, they still require housing assistance and services.

It should be noted that this analysis was made using data from 2017. From 2017-2021, housing prices have skyrocketed, exacerbating an already significant issue. During that time, there have been two large groups of immigrant, refugee, and asylum-seeker individuals for whom finding housing has been a challenge due to lack of availability of safe, affordable housing. Due to the Covid-19 pandemic, there has been less turnover of units and more competition for units as remote workers move to the area.

NA-30 Disproportionately Greater Need: Discussion - 91.205 (b)(2)

Are there any income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

Although it can be difficult to identify disproportionate need across racial and ethnic groups due to small numbers and historic undercounting by the Census, there are racial or ethnic groups who have greater need than the jurisdiction as a whole. Black or African-American households and Hispanic households are more likely to experience cost burden than other households, with more Black or African-American households experiencing either severe cost burden or no income. Hispanic households whose incomes are below 80% of AMI are more likely to live in a unit with a housing problem than the jurisdiction as a whole. Asian households with incomes between 50%-100% of AMI are disproportionately affected by a housing problem. Three-quarters of households with incomes less than 30% of AMI have one or more housing problems, and 70% of households at 30%-50% of AMI are experiencing a housing problem. While Black/African-American households represent 3% of the total County population, 3.6% across income levels are experiencing one or more housing problems.

If they have needs not identified above, what are those needs?

A disproportionate number of homeless individuals and those on public housing waitlists are Black or African-American. For immigrants, asylum-seekers, and refugees, language barriers can make it difficult to complete the extensive paperwork and processes needed to obtain housing assistance, and there is a great need for housing navigation services to assist. Many of the services needed are located in Portland; however, limited housing options in Portland, especially for larger units that can accommodate extended family, have pushed immigrant and other low-income families to other towns and cities in Cumberland County where public transportation, culturally competent services, and basic need services are more sparse.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

According to the 2019 ACS 5-Year estimates, 94% of Maine's population is white. Cumberland County is only slightly less white than the state as a whole (91.7%). The two areas in the CCEJ where there are notable concentrations of poverty and minorities are the Redbank/Brick Hill neighborhood of South Portland and the Brown Street/Cumberland Mills/Frenchtown neighborhood of Westbrook. Redbank, located between the Maine Mall and the Portland International Jetport, has been the site of affordable housing since World War II, when units were built for returning veterans. Today, those units as well as affordable developments at Brickhill are the home to many of the immigrant and refugee families that have come to the

region in recent years. According to the ACS 2019 5-Year estimates, ~10.5% of South Portland residents as a whole identify as non-white, compared with ~8.3% of residents County-wide (or 4.9% of county residents outside of Westbrook, South Portland, and Portland). Brown Street is located in the downtown of Westbrook, which has struggled in recent years due to the decline of manufacturing in the city. According to the ACS 2019 5-Year estimates, ~11% of Westbrook residents identify as non-white, compared with ~8.3% of residents County-wide (or 4.9% of county residents outside of Westbrook, South Portland, and Portland).

Within Portland, there are several neighborhoods which have a higher concentration of specific racial or ethnic groups. Many of these coincide with public housing locations and/or are in HCD eligible areas. The Bayside neighborhoods, bound by I-295, Washington Avenue, Congress Street, and Forest Avenue, has the cities highest concentration of Black or African American residents and Hispanic residents.

NA-35 Public Housing - 91.405, 91.205 (b)

Introduction

There are four public housing authorities in Cumberland County with a total of 1,579 units and 3,331 vouchers: Portland Housing Authority, Westbrook Housing Authority, Brunswick Housing Authority, and South Portland Housing Authority. According to the PIH system, 43% are disabled, 22% are above the age of 62, and less than 1% were homeless at the time of admission. Eighty-five percent (85%) of voucher recipients are white, 12% Black/African-American, and less than 1% Asian, American Indian, Pacific Islander, and Hispanic. The number of families and individuals in Cumberland County and especially the City of Portland seeking housing assistance far outweigh the availability of vouchers, and waiting lists are significant.

Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	102	1,579	3,331	334	2,878	28	0	33

Table 22 - Public Housing by Program Type

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source:	PIC (PIH Information Center)
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Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program
# Homeless at admission	0	0	1	6	0	6	0	0
# of Elderly Program Participants (>62)	0	37	655	724	183	528	2	0
# of Disabled Families	0	60	417	1,430	125	1,244	14	0
# of Families requesting accessibility features	0	102	1,579	3,331	334	2,878	28	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 23 – Characteristics of Public Housing Residents by Program Type

Data Source:	PIC (PIH Information Center)
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Race of Residents

Race	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	95	1,090	2,837	310	2,428	24	0	30
Black/African American	0	4	298	397	13	368	3	0	3
Asian	0	3	158	62	6	53	0	0	0
American Indian/Alaska Native	0	0	23	26	4	21	1	0	0
Pacific Islander	0	0	10	9	1	8	0	0	0
Other	0	0	0	0	0	0	0	0	0

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Table 25 – Race of Public Housing Residents by Program Type

Data Source:	PIC (PIH Information Center)
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Ethnicity of Residents

Ethnicity	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	4	36	65	6	58	0	0	0
Not Hispanic	0	98	1,543	3,266	328	2,820	28	0	33

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Table 26 – Ethnicity of Public Housing Residents by Program Type

Data Source:	PIC (PIH Information Center)
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Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

Limited mobility is a very common problem for many tenants and applicants. There is a need for apartments without interior stairs and ground floor apartments with less exterior stairs, as well as completely accessible units for disabled tenants and applicants. All housing authorities install modified bathroom fixtures including grab bars, raised toilets, and accessible showers in a limited number of units. Special modifications for families with disabled children and the hearing and vision impaired include strobe light doorbells and phones, special locks, and custom window screens. Additionally, some tenants require units that can accommodate physical and emotional support animals.

Brunswick Housing Authority (BHA):

BHA does not track specific disabilities on its waiting list but estimates 2-3 households may need accessible accommodations.

Portland Housing Authority (PHA):

Of the 1,550 applicants on the PHA waiting list, 492 have identified a needed accommodation; 17% of those requests an accommodation for a first floor apartment or other accessibility features due to mobility difficulties. Many requested assistance from case managers or family members with filling out paperwork and understanding the process due to language barriers, vision impairments, or information processing concerns. Although only 32% of applicants have requested accommodation, a total of 45% of waiting list applicants qualify as handicapped or disabled.

South Portland Housing Authority (SPHA):

SPHA currently has approximately 463 individuals or families on the waiting list for units. Of these, 145 are elderly disabled and 137 are non-elderly disabled; for most, accommodations are not identified. A total of forty individuals or families on the waiting list who have requested wheelchair accessible or 1st floor units.

Westbrook Housing Authority (WHA):

WHA is a Housing Choice Voucher only Housing Authority and does not currently have any public housing units.

What are the number and type of families on the waiting lists for public housing and section 8 tenant-based rental assistance? Based on the information above, and any other information

available to the jurisdiction, what are the most immediate needs of residents of public housing and Housing Choice voucher holders?

In 2019, all Public Housing Authorities and the Maine State Housing Authority created a statewide Combined Wait List (CWL) for the Housing Choice Voucher program. The CWL has an option individuals in some communities to choose a preference area based on where they live and work. In 2019, there were 18,223 families on the wait list, an increase of 30% from 2018. Almost 80% of the families qualified as Extremely Low Income, and over half were disabled. Additionally, 42% were families with minor children or dependents. At that time, twenty-six percent (26%) of the families on the waitlist were from Cumberland County.

In 2020, the number of families on the CWL increased by 4,575 to 22,798, with 24% of families in Cumberland County, an increase of 684 families. The largest increase was for families with two people or more, which nearly doubled from 7,991 to 14,204. This increase may be attributed to job losses and changing living situations related to the Covid-19 pandemic. Additionally, units are not turning over at the typical frequency, decreasing the number of available units for voucher holders. Service providers and housing navigators reported that although many families had vouchers, they could not find an appropriate unit for which to use it, further exacerbating financial hardship.

Brunswick Housing Authority (BHA):

Over two-thirds of applicants on the BHA waiting list for assistance are elderly and disabled. The remaining are households with dependent children who are currently either homeless or severely cost burdened. Most of the public housing applicants have an income below 30% of the area median income.

Portland Housing Authority (PHA):

White applicants make up the majority of public housing individuals and families on the waitlist for units in Portland at 67%. Almost 20% of the individuals on the waiting list for public are Black or African-American, 3.42% are American Indian, Alaska Native, Asian, Native Hawaiian, or Other Pacific Islander. Race was not assigned for the remaining 10%.

The greatest need in Portland is for one-bedroom units. Seventy-two percent (72%) of applicants are seeking a one-bedroom unit and have an average wait of 21 months. Those seeking 2-4 bedroom units (26% of applicants) have wait times of between thirteen and seventeen months.

Disabled applicants comprise 45% of those on the waitlist, with most seeking one-bedroom accommodations. A large majority (over 90%) of PHA’s applicants’ household income is in the extremely low (30% AMI or lower) income bracket. Affordable housing is a critical need to help provide health, safety and stability for these applicants.

South Portland Housing Authority (SPHA):

There are 833 applicants on the Housing Choice Voucher CWL who have a residency preference for South Portland due to living and working in the community. Black or African-American applicants comprise 15% of all applicants on the waitlist. Nineteen percent (19%) of applicants are elderly, and 36% of all applicants identify as disabled. Thirty-seven percent (37%) of applicants are families with children, with 132 applicants seeking units with four or more bedrooms. This may reflect the number of low income refugee and immigrant families in need of affordable housing, as well as a lack of large apartments available in the greater community.

Westbrook Housing Authority (WHA):

Since 2019, WHA has maintained a 99% or higher voucher utilization rate. Voucher recipients have required extensions beyond sixty days to secure affordable apartments. In 2018, Westbrook Housing expanded its “live or work” preference to municipalities within a 10-mile radius of the City of Westbrook, which includes the Cities of Portland and South Portland. The CWL saw minor increases from 2019-2020 in all categories except families with two or more people, which almost doubled. Westbrook Housing saw a significant increase in all categories, which can be attributed to the shift of population from the City of Portland to surrounding communities with more housing options (although still not enough to meet demand).

How do these needs compare to the housing needs of the population at large

Those on the waiting lists for units and vouchers at all four housing authorities are more likely to have a disability and/or be elderly than the population of Cumberland County. The percentage of Black or African-American applicants is disproportionately larger than the percentage of Black or African-American individuals residing in Cumberland County. This may reflect an increasing number of immigrants, refugees, and asylum seekers in the area.

Brunswick Housing Authority (BHA):

According to 2019 ACS data table DP05, only 22% of the population of Brunswick is above the age of 65; however, a significantly greater percentage of housing authority applicants (over 66%) are elderly (above the age of 62). Most, if not all, BHA applicants are extremely low-income.

Portland Housing Authority (PHA):

A large majority (over 90%) of PHA's applicants have a household income in the extremely low (30% AMI or lower) income bracket. Although only 12% of Portland residents have a disability, 45% of PHA applicants are disabled. While 10% of the population in Portland is Black or African-American, this population comprises 20% of PHA applicants.

South Portland Housing Authority (SPHA):

A greater percentage of applicants on the waiting lists are Black or African American (15%), as compared to the 2017 Census Data for demographics for this area (2.1% for South Portland, 2.4% for Cumberland County). There are also a greater number of large families seeking units in South Portland than in other housing authorities.

Westbrook Housing Authority (WHA):

Almost 40% of the Westbrook preference area voucher waitlist is disabled, compared to 12% statewide.

Discussion

Affordable public housing is a great need in Cumberland County. In Portland, one-bedroom apartments are scarce, while South Portland has a greater need for larger family units. All housing authorities have a need to increase the number of accessible apartments for those with ambulatory and mobility challenges. Families seeking units are looking outside Portland to surrounding communities where larger units may be available, although not enough to meet demand. This can be problematic for families in need of services available most readily in Portland.

The waitlist for a voucher is significant; however, even those individuals and families who have obtained a voucher have difficulty finding an appropriate unit in which to use it. There is a great need to increase the amount of affordable housing in the area, particularly for extremely low-income families. Affordable housing is a critical need to help provide health, safety and stability for these applicants.

NA-40 Homeless Needs Assessment - 91.405, 91.205 (c)

Introduction:

Portland homeless shelters, including the Family Shelter, Oxford Street Men's and Women's Shelters, Through These Doors, Milestone Foundation, Joe Kreisler Teen Shelter, and Florence House Women's Shelter sheltered an average of 345 individuals per night last year; this number is lower than previous plans completed because of shelter restrictions due to Covid-19 and the use of hotel rooms through General Assistance to adequately meet overwhelming demand for shelter beds throughout the pandemic. While not including hotels paid through General Assistance, this number still exceeds bed capacity among all shelters by over 35 individuals. The City of Portland's Health and Human Services Department, Social Services Division operates the Family Shelter and Oxford Street Shelter, both the largest shelters serving their respective populations throughout the State of Maine. The Family Shelter offers both preventative services for families at risk of experiencing homelessness and support services to assist families who are homeless to locate housing and achieve stability. Support services on site include assistance with housing placement; training sessions on tenant education (Rent Smart Curriculum); crisis intervention and management, including follow-up services after housing is located; and assistance with public transportation for appointments and self-sufficiency. The vast majority of people accessing the Family Shelter are seeking asylum, arriving directly from the Southern border, therefore many of the supports additionally include community collaboration with programming to embrace and assimilate to health care, schools, employment etc.

The Oxford Street Shelter is a low-barrier shelter which provides safe, temporary shelter for homeless adults, both men and women. The Shelter offers a variety of support services to assist homeless individuals enhance their self-esteem, secure housing, and work towards a housing stability plan. Support services at the Oxford Street Shelter include shower facilities and training on hygiene skills; housing placement assistance; health assistance to Veterans; clinical and outreach services for individuals with mental health concerns; and interpreting services. The Oxford Street Shelter served 848 men and 220 women for a total of 1068 individuals (unduplicated numbers) in 2021. The shelter provided 60,861 bed nights in 2021. A total of 515, or 47.86% of the individuals that stayed at the Oxford Street Shelter were identified as chronically homeless. Based on self-reporting, 23.14% of shelter clients experience mental illness, 90.89% struggle with substance use issues, and 11.9% experience a physical disability or illness. Unfortunately, many clients with significant mental health issues deny having any problems and refuse any form of medication or support.

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If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

	# of persons experiencing homelessness on a given night		# experiencing homelessness each year	# becoming homeless each year	# exiting homelessness each year	# of days persons experience homelessness
	Unsheltered	Sheltered				
Persons in Households with Adult(s) and Child(ren)		106		317	358	
Persons in Households with Only Children		14		180	66	
Persons in Households with Only Adults		225	1,076 (OSS only)	1,210	169	
Chronically Homeless Individuals			515 (OSS only)			
Chronically Homeless Families						
Veterans			44 (OSS only)			2,245(OSS only)
Unaccompanied Youth		14		180	66	

Persons with HIV						
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In 2021, based on data provided by the City-run Oxford Street and the Family Shelter, there were 970 intakes. This included 215 individuals and 69 families at the Family Shelter and 901 individuals at Oxford Street Shelter. On average, 225 individuals, 38 families (106 individuals), and 14 adolescents totaling 345 individuals each night. Overall there were 125,863 bed nights in the City of Portland, averaging 345 individuals a night. There were 1,707 new intakes across all shelters (individuals), and 593 people placed in housing. 621 persons were experiencing homelessness for the first time. The number of days individuals experience homelessness has increased at the family shelter due to the lack of affordable housing and the increased number of asylum seeking families arriving at the southern border who designate the Family Shelter as their destination. In the calendar year 2021, the Family Shelter welcomed 295 asylum seeking families totaling 974 individuals presenting for emergency shelter. Due to limited covid capacity, families access hotel rooms as overflow for four to five months prior to entry to shelter where they receive housing navigation. Families spend an additional four to five months after entering the shelter: 10 months total average time in shelter. In PY2020, 1,514 unduplicated households were assisted through hotels with general assistance vouchers. Of these, 192 were families with children consisting of 660 individuals. The remaining 1,322 were adult-only households consisting of 1,466 individuals.

In addition, Preble Street manages the Joe Kreisler Teen Shelter and Florence House, a women's shelter. In 2021 there were 180 individuals entering homelessness at the Teen Shelter, which would be unaccompanied youth, and 72 at the Women's Shelter. Chronic homelessness as defined by the U.S. Department of Housing & Urban Development (HUD) and the McKinney-Vento Act: "an individual or family who has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years. 47.86% of the persons staying at the Oxford Street Shelter are Chronically Homeless.

At the Oxford Street Shelter, 44 are veterans (based on self-reporting), comprising of 4% of the total individuals served, and totaling 2,245 bed nights. The age of those who stayed are as follows: 4.46% aged 18-24, 10.13% aged 25-30, 24.81% aged 31-40, 18.86% aged 41-50, 14.03% aged 51 – 60, 5.6% aged 61 – 70, and 0.83 % older than 70. Based on self-reporting, 17.38% of shelter clients experience mental illness, 90.89% struggle with substance abuse and 13.02% experience a physical disability or illness. In 2021, 21.65% of the individuals staying at Oxford Street Shelter stayed 1 to 3 Nights, 46% stayed between 4 to 60 Nights, and 32.34% stayed longer than two months.

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
Ethnicity:	Sheltered:	Unsheltered (optional)

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

There are 180 families totaling 607 individuals currently residing in GA funded hotels who are experiencing homelessness. Due to the large number of people presenting for shelter, individuals are immediately sheltered in hotels paid by General Assistance before moving into the Family Shelter as space becomes available. Forty-four individuals (4%) of the total individuals seeking shelter were veterans. Maine has a robust veterans' network which is successful in assisting veterans to obtain services including housing, employment, and counseling; however, many unhoused veterans have co-occurring challenges including substance abuse or mental health needs.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

In 2021, 92% of households staying at the Family Shelter self-reported as being black or African-American. This is largely due to the asylum seeker families who designate the Family Shelter as their destination. In the calendar year 2021, the Family Shelter welcomed 295 asylum seeking families totaling 974 individuals presenting for emergency shelter. Because the Family Shelter has limited capacity due to the Covid-19 pandemic, families access hotel rooms as overflow for four to five months prior to entry to shelter where they receive housing navigation. Families spend an additional four to five months after entering the shelter: 10 months total average time in shelter.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

Portland homeless shelters, including the Family Shelter, Through These Doors, Oxford Street Men's and Women's Shelters, Joe Kreisler Teen Shelter, Milestone Foundation, and Florence House Women's Shelter sheltered an average of 345 individuals per night last year. This number exceeds bed capacity among all shelters by over 35 individuals and excludes hotels provided by General Assistance. In 2021, the Maine Continuum of Care requested and was granted a waiver regarding the unsheltered portion of the PIT Count for 2021 to avoid the risk

of possible exposure to COVID-19 for both volunteers and those they would have been surveying.

Discussion:

Trends from the annual Point in Time Survey of homeless individuals and anecdotal evidence indicate there is still an increasing homeless population in Portland, including a representation of homeless individuals remaining unsheltered during the harshest time of year in Maine. Throughout Cumberland County, town General Assistance programs don't have funding or staff capacity to find or obtain access to safe housing that clients can stay in until they are socioeconomically stabilized. CDBG funding to non-profit organizations reaching out to the city's most vulnerable populations, including the mentally ill and individuals with chronic substance abuse issues, will assist the city in providing programs and resources to serve the needs of the most vulnerable citizens in the community.

NA-45 Non-Homeless Special Needs Assessment - 91.405, 91.205 (b,d)

Introduction

Reviewing the non-homeless special needs populations in Portland, research focused on persons with disabilities both physical and cognitive, the elderly, persons suffering from addiction, victims of domestic violence, and persons with HIV/AIDS. Disabilities can limit the ability of an individual to earn income sufficient to compete in the housing market. Under the federal Fair Housing Act, a person with a disability is defined as any person or person associated with you who has a physical or mental disability that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Disabilities include hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS and AIDS Related Complex, and cognitive impairments. The housing needs of victims of domestic violence are considered along with the special needs of the non-homeless. The housing needs of persons with disabilities are extremely difficult to determine and quantify.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

There are 254 individuals receiving treatment from the primary HIV care provider in Cumberland County. Forty-seven percent (47%) were born outside of the United States. Fifty percent (50%) of those receiving care are Black or African-American; 45% are White, and 3% identify as more than one race. Two-thirds of individuals receiving care are over the age of 46. Three percent are under the age of 25. Sixty-one percent (61%) are male, and 37% are female. Two percent (2%) identify as transgender females. Twenty-one percent (21%) of individuals receiving treatment for HIV report temporary or unstable housing status.

Discussion:

The City of Portland is the largest and most diverse community in Maine and is committed to providing fair housing choice to all of its residents. Meeting supportive housing needs for Portland residents and addressing impediments to fair housing choice and community accessibility in Portland will mean focusing on reducing geographic concentrations of race and poverty in specific neighborhoods, informing landlords of fair housing/accommodation regulations for persons with disabilities, and addressing the City's limited supply and high cost of rental and home ownership housing.

NA-50 Non-Housing Community Development Needs - 91.415, 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Within Cumberland County, there is a lack of gathering spaces for each community. Residents identified a need for community centers, green spaces, and community gardens. Spaces that do exist are often old and have barriers to accessibility; steps should be taken to make existing facilities accessible for individuals with disabilities.

Within the City of Portland, 98.3% of residents identified parks and recreation facilities as important, with a particular emphasis on hiking trails, community gardens, and additional parks. Additionally, accessibility for individuals with disabilities was identified as a need for public facilities, although funding to make non-profit centers accessible had the lowest rankings.

How were these needs determined?

Cumberland County surveyed planners and managers at each town in County as well as the general public in order to identify high, medium, and low priorities.

The City of Portland sent surveys to the general community with 352 participants, social service providers with 76 participants, and Economic Development professionals with 29 participants, and CDBG applicants with 20 participants. The general population survey contained a variety of questions, including need for Public Facilities and priority rankings.

Describe the jurisdiction's need for Public Improvements:

Cumberland County residents identified a desire and need for road and bridge refurbishment, physical connectivity infrastructure such as new sidewalks connecting downtowns to residential areas, and alternative modes of transportation such as foot or bike path construction. Over 90% of survey respondents said roads/bridges were in okay-poor physical condition. County officials and residents also identified broadband expansion as a need, particularly for the more rural areas of the County.

Business owners in the City of Portland specifically identified sidewalk repair and upgrades as the number one priority to support their businesses. Sidewalks and roads were the 2nd priority of the general public, while alternative modes of transportation was first. The economic development survey supports this, with bike racks the 2nd priority for businesses. Broadband infrastructure expansion was not identified as a public improvement need within the City.

Many of the City of Portland’s natural areas, such as Portland Harbor, Nason’s Brook, and especially the Back Cove are designated Combined Sewer Overflow areas. Although the City has made great strides in separating the stormwater and sewer systems, much work remains.

How were these needs determined?

Cumberland County surveyed planners and managers at each town in County as well as the general public in order to identify high, medium, and low priorities.

The City of Portland sent surveys to the general community with 352 participants, social service providers with 76 participants, and Economic Development professionals with 29 participants, and CDBG applicants with 20 participants. The general population survey contained a variety of questions, including need for Public Improvements and priority rankings. The Economic Development survey contained questions about the type of public infrastructure improvements that would best support continued business growth and development within the City.

Describe the jurisdiction’s need for Public Services:

Many of the available social services are offered in the Portland area, making it difficult for County residents to access necessary support services. Cumberland County residents expressed a need to increase the availability of services in outer areas of the County, including the following social services; child care and after school programs; food banks; mental health services; substance abuse services; and social service navigators. Increasing public transportation options would also help people access services and also employment opportunities.

Within the City of Portland, Mental Health services were overwhelmingly the top priority of survey respondents, followed closely by substance abuse services and emergency services to prevent homelessness. Service providers ranked shelter services and housing services for long-term shelter stayers as top priorities. For public services related to economic development, the general population survey and social service provider priorities identified English language skills as a top priority as well as job training and education. The economic development survey respondents prioritized soft skills training, such as time management or conflict resolution. The economic development survey also noted that affordable housing was a larger issue than affordable child care for employee retention.

How were these needs determined?

Cumberland County surveyed planners and managers at each town in County as well as the general public in order to identify high, medium, and low priorities. Additionally, they reached out to social services providers and General Assistance departments around the county.

The City of Portland sent surveys to the general community with 352 participants, social service providers with 76 participants, and Economic Development professionals with 29 participants, and CDBG applicants with 20 participants. The general population survey contained a variety of questions, including need for Public Improvements and priority rankings. The Social Provider survey contained questions about the type of social services that would best support the needs of the growing homeless population in Portland.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

In 2002, the City of Portland adopted a Housing Plan with a policy goal to ensure an adequate supply of housing to meet the needs, preferences and financial capabilities of all Portland households. The Plan established a target of maintaining Portland’s current proportion of subsidized units at 20% of the housing stock. In 2014, Portland contracted with the Greater Portland Council of Governments to complete a study entitled 2030 Workforce Housing Demand Study. The report, released in January 2015, found that housing production was not meeting the housing needs of Portland. Since the release of that report, the City of Portland has made significant strides in increasing the availability of housing. In 2021 alone, 535 units within ten new residential buildings were completed – more than double the production goal. Of those units, 132 are affordable to low-income households and 31 were created by the City’s Inclusionary Zoning ordinance. Another 925 housing units were approved by the Planning Board, over three times the annual goal. Approximately 250 of these new units will be on City-owned property, advancing the goal of disposition of city property for the purpose of creating housing.

Despite these achievements, challenges remain. Housing prices have risen significantly in the past five years for both renters and owners. As Portland becomes increasingly unaffordable, low- to moderate-income households are being forced to relocate to communities outside of greater Portland, which can make it difficult to access services and employment. The Covid-19 pandemic has significantly exacerbated housing issues within the City, tightening the turnover rate of units and expanding the length of time unhoused individuals must remain in temporary or shelter housing. Construction costs have skyrocketed, making it more difficult to produce affordable housing.

MA-10 Housing Market Analysis: Number of Housing Units - 91.410, 91.210(a)&(b)(2)

Introduction

Since the 2015 release of the Greater Portland Council of Governments study entitled 2030 Workforce Housing Demand Study, the rate of new housing development has increase. This is in large part due to an improved economy and deliberate focus by the City of Portland on decreasing barriers to housing production.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	92,650	65%
1-unit, attached structure	7,088	5%
2-4 units	18,679	13%
5-19 units	9,120	6%
20 or more units	8,514	6%
Mobile Home, boat, RV, van, etc	5,650	4%
Total	141,701	100%

Table 31 – Residential Properties by Unit Number

Data Source:	2013-2017 ACS
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Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	200	0%	2,552	7%
1 bedroom	2,578	3%	12,049	32%
2 bedrooms	19,285	24%	13,883	37%
3 or more bedrooms	59,468	73%	8,819	24%
Total	81,531	100%	37,303	100%

Table 32 – Unit Size by Tenure

Data Source:	2013-2017 ACS
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Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

There are 105 total housing developments in Cumberland County, the majority of which are located in Portland, currently accessing HUD funding, subsidies by HUD PBRA, insured by HUD, accessing the LIHTC, and utilizing the HOME program, including public housing developments. These housing developments account for 6,742 individual housing units in Cumberland County.

11 units (six in Portland and five additional units within Cumberland County) are affordable to low-income households through the assistance of HUD Project Based Rental Assistance (PBRA). Under Project-Based Housing Vouchers, tenants pay 30% of their monthly income for rent and utilities and HUD pays the owner the difference between the contract rent and the tenant's portion. New residents of Project-based Housing Vouchers can have incomes of no more than 80% of area median income, and 40% must have incomes below 30% of AMI.

17 units (six in Portland and eleven additional units within Cumberland County) are HUD-insured, which requires adherence to low-income use restrictions.

74 units (thirty-nine in Portland, and thirty-five additional units within Cumberland County) make use of the Low-Income Housing Tax Credit Program (LIHTC), which requires that at least 20% of the units are rent-restricted and occupied by households with incomes at or below 50% of AMI, or at least 40% of the units are occupied by households with incomes at or below 60% of AMI.

74 units (thirty-nine in Portland, and thirty-five additional units within Cumberland County) are supported by HOME rental assistance. At least 90% of the units must be occupied by households with incomes at or below 60% AMI, and the remaining 10% can be occupied by households with incomes at or below 80% AMI. In properties with five or more HOME-assisted units, 20% must be set aside for households with incomes at or below 50% AMI.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

All residential development projects of ten or more units within the City of Portland are required to provide either on-site or off-site affordable/workforce housing units, or make a payment into the Jill C. Dusen Housing Trust Fund, which is used to create affordable housing. A citizen-initiated referendum question, known colloquially as the "Green New Deal", created a provision that greatly reduced the long-term affordability of rental units. The Green New Deal defined workforce units as dwelling units for which rent is affordable to households earning

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80% or less of AMI, and the unit is rented to households earning 80% or less of AMI (amended from 100% or less). Workforce home ownership units income requirements were reduced to 80% from 120% AMI. Previously, workforce units within Portland were required to remain affordable for a period of 99 years; the Green New Deal reduced that term to 30, reducing the length of affordability 69 years and affecting long-term affordability for projects that are approved under the new requirements. There are 380 units of Section 8, 711 LIHTC units, and 90 HOME-assisted units whose affordability period is expected to expire between 2022 and 2027.

Does the availability of housing units meet the needs of the population?

A market study completed in September 2019 by The Signal Group (TSG), an affiliate of the National Housing & Rehabilitation Association, found that there is a significant shortfall in the number of affordable units within the Portland Metro Area (PMA) with demand currently exceeding supply by 1,126 housing units. Predictions show that demand will continue to grow and will exceed supply by 1,168 by 2024. The TSG study surveyed 26 Tax Credit developments in the Portland Metro Area, consisting of 1,038 units, and found a 100% occupancy rate. Reported waitlists are up to 5 years for LIHTC properties. Portland Housing Authority's Public Housing waiting list currently has 1,201 households on it. This figure denotes very high demand for affordable rental apartments from low-income households in Portland. The new rental supply coming online in Portland in the foreseeable future is inadequate to meet the City's high demand for housing, especially rent restricted affordable units. In 2021, there is an estimated 14,623 rental units needed for the Portland Metro Area; this demand is projected to increase to 15,064 units by 2026.

There is pent-up demand for affordable rental units in the PMA, demonstrated by (1) the high average occupancy of 99% for LIHTC and subsidized properties; (2) the reported waitlists at affordable properties that exceeds 100 households or 2 years; and (3) 40% (or 13,892) of the current renter households in the Portland Metro Area are rent overburdened.

As part of a strategy for addressing housing issues in the city, *Portland's Plan* establishes a vision where **all who work in Portland also have the option of living in Portland**, and calls for the creation of **2,557 new dwelling units by 2027**. The plan strongly encourages that a substantial portion of new units be affordable to Portland's workforce, identifying a suite of new and existing regulatory tools to promote the creation of affordable housing. The City of Portland is well-positioned to meet its target housing production goal of 2,557 new dwelling units by 2027.

Describe the need for specific types of housing:

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A growing retiree population has increased the demand for housing. An estimated 13.7% of Portland households are headed by a person 65 or older during 2017 (per the US Census Bureau) compared to 12.8% during 2010. By 2026, the number of households age 55+ is projected to increase by 8.4% to 26,057.

During 2019, the Portland Housing Authority administered 1,870 vouchers. There were 3,400 applicants on the waitlist, of which 475 are elderly. There were 1,005 public housing units in Portland with 928 households on the waitlist, and 439 of those are restricted to the elderly and disabled.

In 2021 there was an estimated 14,623 rental units needed in the PMA which will increase to 15,064 projected demand by 2026.

Portland has the largest share of one-bedroom units, leaving families with a need for larger units to seek housing outside of the City. Ninety-seven percent (97%) of owner occupied-housing units contain two or more bedrooms, while 39% of renter units contain one bedroom or less.

Discussion

Since the release of the Greater Portland Council of Governments study entitled 2030 Workforce Housing Demand Study, the rate of new housing development has increased since 2015. The “Medium Growth” forecast is the average of the Low and High forecasts. Under this scenario, Cumberland County would grow by 44,176, people, an increase of 8% per decade. Over the last century, the county’s decennial growth rate has ranged from a high of 16% during the 1940’s to a low of 5% during the 1960’s. Therefore, the Low forecast, at 3% growth, represents a rate lower than in any decade of the last century, while the High forecast, at 14%, is only slightly higher than the pattern of the 1990’s. At 8%, the Medium forecast reflects the average growth rate per decade of the past century. Portland’s goal of maintaining a 25% share of the county’s population is paramount to its vitality and its influence over state and regional politics. As the largest city in one of the nation’s smallest states, Portland exerts an extraordinary influence over Maine’s economy out of proportion with its actual size. Indeed, the number of jobs in the city now outstrips population, making Portland the engine of the largest labor market in Northern New England. Over the last century, Portland’s share of the county’s population has declined from a peak of 56% in 1920 to 24% in 2010. While this share is on a definite downward trajectory, Portland did not yield any ground during the 2000’s. To claim a 25% share of the county’s population, Portland would need to grow by 15,268 people, or 764 people per year, a growth rate of 11.5% per decade. This would bring Portland’s

population to 81,462 people, just past its 1950 peak. In order to reach this 25% share, Portland would need to claim 35% of the county's future growth. In order to accommodate new residents, Portland would need to build 8,636 housing units, or 432 units per year over a 20-year period. This robust growth would be double that witnessed in the 2000's and five times the growth of the 1990's. Another method of calculating housing demand relies on the economic impact of job creation based on the demand from more families purchasing market-rate housing. The purchasing power of those families support more jobs and increase the need for workforce housing. The number of workforce households is multiplied by 62%, which is the percentage of Portland households earning less than the county's median income. The result, 53% is the percentage of workforce housing demand generated by these 100 market-rate units. If the market, in keeping with current production patterns, supplies 29 affordable units for every 100 built, there would still be an unmet gap for 24 affordable units.

MA-15 Housing Market Analysis: Cost of Housing - 91.410, 91.210(a)

Introduction

Housing prices have risen significantly in the past five years for both renters and owners. As Portland becomes increasingly unaffordable, low- to moderate-income households are being forced to relocate to communities outside of greater Portland, which can make it difficult to access services and employment.

Cost of Housing

	Base Year: 2000	Most Recent Year: 2017	% Change
Median Home Value	\$131,200	\$259,400	49%
Median Contract Rent	\$554	\$1029	46%

Table 33 – Cost of Housing

Data Source:	2000 Census (Base Year), 2013-2017 ACS (Most Recent Year)
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Rent Paid	Number	%
Less than \$500	7,266	19.5%
\$500-999	15,289	41.0%
\$1,000-1,499	11,387	30.5%
\$1,500-1,999	2,185	5.9%
\$2,000 or more	1,110	3.0%
Total	37,237	99.9%

Table 34 - Rent Paid

Data Source:	2013-2017 ACS
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Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	4,432	No Data
50% HAMFI	9,452	3,323

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% Units affordable to Households earning	Renter	Owner
80% HAMFI	23,821	14,552
100% HAMFI	No Data	25,446
Total	37,705	43,321

Table 35 – Housing Affordability

Data Source:	2013-2017 CHAS
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Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	989	1,071	1,387	1,829	2,198
High HOME Rent	989	1,071	1,339	1,538	1,696
Low HOME Rent	813	871	1,046	1,209	1,348

Table 36 – Monthly Rent

Data Source:	HUD FMR and HOME Rents
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Is there sufficient housing for households at all income levels?

There is insufficient housing supply for almost every income level, partially due to changes in the housing market due to the Covid-19 pandemic. The statewide public housing waitlist is over 24,000, and providers report that even those who are able to obtain a voucher are unable to find an available unit. Only 12% of rental units are affordable to households making 30% of HAFMI, and only 7.7% of home ownership units are available to households who make 50% of HAFMI.

How is affordability of housing likely to change considering changes to home values and/or rents?

Housing prices in Portland have increased substantially since 2017. Median rents have increased by 41%, while renter median incomes have increased by only 24%. Home prices increased by 37% from 2017 to 2021; they increased 20% in one year from 2020-2021. This means renters who may wish to purchase a home in Portland may be unable to save a down payment as their rent increases, and those who are able to purchase a home may not be able to find one they can afford.

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The increasing unaffordability in Portland has pushed renters and owners into more affordable surrounding communities. As a result, rents and housing prices are increasing in these communities. The median rent in Cumberland County in 2020, according to MaineHousing's affordability index, was \$1,888, a 42% increase from 2017. Median renter incomes have only increased 22% during the same period. The median home price in Cumberland County has increased by 34%, and homeowner median incomes have increased 20%. Out of 4,034 homes purchased in Cumberland County in 2021, only 19% were considered affordable or attainable.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

The Fair Market Rent in Cumberland County for a two-bedroom unit is \$1,387, significantly less than the \$1,888 median two-bedroom rent reported by MaineHousing's Affordability Index and from individuals seeking housing. The gap between HOME rents and market rate rent is even greater. The City and County need to significantly increase the production of affordable units and make additional efforts to preserve existing affordable units.

Discussion

The City of Portland contracted with the Greater Portland Council of Governments (GPCOG) to produce a 2030 Workforce Housing Demand Study to examine trends in the Portland housing market in order to help policy makers determine what gaps may exist between what is currently being provided in the market and the City's housing needs. The study utilizes two approaches to an analysis used in other states: the Massachusetts Approach and the California Approach. The Massachusetts Approach is based on the goals articulated in a municipality's comprehensive plan, including the housing plan and individual neighborhood plans. This approach assumes that Portland will capture a certain percentage of the region's population growth, and that the demand from those new households can be projected by the current distribution of housing units by tenure and affordability. The California Approach assumes that the construction of market-rate units attract high income households, which support lesser income households through their support of low-paid service jobs with their purchases of goods and services. The two approaches were deployed to help policymakers determine what percentage of new construction should be made affordable by policy to increase diversity in the city's housing stock.

Portland's Housing Plan establishes as a goal to maintain the city's 25% share of the county's population. In order to create enough affordable housing for the future, this share should be applied to the county's future growth projections. To address this housing plan goal, utilizing

the Massachusetts Approach one calculates the gap between current production trends and future demand, which finds: Approximately 62% of Portland households earn less than the county's median income and if recent construction trends hold, the market, without compulsion, will build affordable units to meet 29% of demand. This leaves a gap between supply and demand of 33%. Utilizing the California Approach if the market, in keeping with current production patterns, supplies 29 affordable units for every 100 built, there would still be an unmet gap for 24 affordable units, or 24% gap.

MA-20 Housing Market Analysis: Condition of Housing - 91.410, 91.210(a)

Introduction

Much of the County's housing stock is old. According to recent ACS data almost 40% percent of the County's housing stock was built before 1960. Overall, the county's housing stock is newer when compared with Portland, where over 60% of units were built prior to 1960. Only 8.2% of Portland's housing stock was built in the last 20 year compared to over 17% of County housing stock.

Describe the jurisdiction's definition for "substandard condition" and "substandard condition but suitable for rehabilitation":

The City of Portland defines substandard condition as “properties unfit for human habitation.” Property unfit for human habitation shall include but not be limited to: (a) Properties which are either damaged, decayed, dilapidated, unsanitary, unsafe, or vermin-infested in such a manner as to create a serious hazard to the health, safety, and general welfare of the occupants or the public; (b) Properties which lack plumbing, ventilating, lighting or heating facilities or equipment adequate to protect the health, safety and general welfare of the occupants or the public; (c) Properties which, because of their general condition, state of the premises, number of occupants, or location, are so unsanitary, unsafe, overcrowded or otherwise dangerous or detrimental that they create a serious menace to the occupants or the public; (d) Properties which contain lead-based paint substances, as defined by the City.

The City would consider “substandard condition but suitable for rehabilitation” as a property defined as above which is structurally and economically feasible to rehabilitate.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	20,070	25%	16,388	44%
With two selected Conditions	322	0%	700	2%
With three selected Conditions	12	0%	250	1%
With four selected Conditions	0	0%	0	0%
No selected Conditions	61,135	75%	19,950	54%
Total	81,539	100%	37,288	101%

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Table 37 - Condition of Units

Data Source:	2013-2017 ACS
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Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	14,129	17%	3,915	11%
1980-1999	23,976	29%	7,846	21%
1950-1979	23,302	29%	10,491	28%
Before 1950	20,072	25%	15,016	40%
Total	81,479	100%	37,268	100%

Table 38 – Year Unit Built

Data Source:	2013-2017 CHAS
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Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	43,374	53%	25,507	68%

Housing Units build before 1980 with children present	6,236	8%	4,990	13%
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Table 39 – Risk of Lead-Based Paint

Data Source:	2013-2017 ACS (Total Units) 2013-2017 CHAS (Units with Children present)
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Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units			
Abandoned Vacant Units			
REO Properties			
Abandoned REO Properties			

Table 40 - Vacant Units

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Describe the need for owner and rental rehabilitation based on the condition of the jurisdiction's housing.

Housing in Cumberland County is old and potentially nearing the end of its useful life without intervention. The rental housing stock is older than the owner stock, with 68% of units built before 1980 as opposed to 54% for owner-occupied housing. The Habitat for Humanity Critical HOME Repair program stated that demand for repair services so far outstrips capacity that they are selective about size of projects so as not to spend a disproportionately large share of capacity on any one project. This indicates that not only are there several properties that are in need of repair, but that the repairs can be significant and potentially harmful to occupants. Structural needs, system improvements, energy efficiency, and accessibility for individuals with limited mobility are some of the more frequent repairs needed in older housing units.

Estimate the number of housing units within the jurisdiction that are occupied by low or moderate income families that contain lead-based paint hazards. 91.205(e), 91.405

Although the County has an aging housing stock, it is estimated that only 8% of owner-occupied and 13% of renter-occupied housing units built before 1980 have children present based on the ACS data provided by HUD. Lead based paint causes the most harm to children under the age of six because lead affects cognitive development and functioning; therefore, the Lead Safe Housing Program will focus its strategic planning for dealing with lead paint hazards on these units as a priority. There is however, a very large percentage of housing units in the County with potential lead paint hazards that could affect future populations if not considered early. 54% of owner-occupied housing units built before 1980 have a risk of lead paint hazards and 68% of renter-occupied housing units built before 1980 have the risk of lead paint hazards. Abatement of lead paint hazards is expensive, and there is a limited pool of licensed lead abatement contractors to complete the work. Units occupied by low- or moderate-income households are less likely to have the means or command the rent necessary to abate the lead paint hazards.

Discussion

Much of Portland and the County's housing stock is old and in need of rehabilitation. These units may have deferred maintenance and put families at a greater risk of injury or illness. The City and County are committed to adding safe, sanitary, affordable housing stock to the area.

MA-25 Public And Assisted Housing - 91.410, 91.210(b)

Introduction

There are four public housing authorities in Cumberland County; Portland Housing Authority, Westbrook Housing Authority, Brunswick Housing Authority, and South Portland Housing Authority. Through the HOME Consortium, The City of Portland and Cumberland County work with all four housing authorities, to assure quality, affordable housing opportunities to LMI residents in Cumberland County.

Totals Number of Units

	Certificate	Mod-Rehab	Public Housing	Program Type					
				Total	Project -based	Tenant -based	Vouchers		
							Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	102	1,626	3,306	267	2,650	205	0	1,004
# of accessible units									

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Table 41 – Total Number of Units by Program Type

Data Source:	PIC (PIH Information Center)
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Describe the supply of public housing developments:

Brunswick Housing Authority (BHA):

Portland Housing Authority (PHA):

South Portland Housing Authority (SPHA):

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Westbrook Housing Authority (WHA): WHA no longer owns or manages any public housing.

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

Brunswick Housing Authority (BHA): BHA manages 191 units at five properties, three which are specifically for senior housing. BHA currently has an application to convert its entire public housing portfolio through the Streamlined Voluntary Conversion (SVC) Program. The repositioned units would be retained by Brunswick Housing Authority with a ground lease executed with the Greater Brunswick Housing Corporation to manage the units.

Portland Housing Authority (PHA): The need for rehabilitation is significantly more than capacity available to address needs.

South Portland Housing Authority (SPHA): SPHA says based on HQS inspections, SPHA units are in “good” condition

Westbrook Housing Authority (WHA): WHA no longer owns or manages any public housing.

Public Housing Condition

Public Housing Development	Average Inspection Score
St. Cyr Courts, South Portland	91
Broad Pines, South Portland	78
Washington Gardens, Portland	92
Sagamore Village, Portland	71
Woodlawn Tower, Portland	67
Bayside East, Portland	78
Franklin Towers, Portland	77

Table 42 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

Brunswick Housing Authority (BHA): Most current units are old and in need full renovation.

Portland Housing Authority (PHA): \$88 million short of CIP assessment.

South Portland Housing Authority (SPHA): Most units are in good condition.

Westbrook Housing Authority (WHA): Revitalized \$6 million worth of improvements on properties during RAD conversion.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

Brunswick Housing Authority (BHA): BHA recognizes that providing more safe, affordable, sanitary housing is key to improving the living environments of LMI families currently residing in public housing. They have renovated over fifty units in the past two decades and continue to look for opportunities to purchase existing units to rehab and make available for low income households. Acquisition has been made difficult by skyrocketing housing prices.

Portland Housing Authority (PHA):

South Portland Housing Authority (SPHA):

Westbrook Housing Authority (WHA):

Discussion:

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While the overall condition of the public housing units for Portland Housing Authority, Westbrook Housing Authority, and South Portland Housing Authority are good, the number of units available does not meet the demand.

The main barrier to the creation of new units as well as restoration of existing units is limited funding. The Rental Assistance Demonstration Program (RAD) allows public housing agencies to leverage public and private debt and equity in order to reinvest in the public housing stock, while ensuring the units remain affordable for residents. Westbrook Housing Authority has converted all of its units with the RAD program, and South Portland and Portland Housing Authorities plan to do the same in the coming years.

MA-30 Homeless Facilities and Services - 91.410, 91.210(c)

Introduction

Facilities Targeted to Homeless Persons

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	152				
Households with Only Adults	134	164			
Chronically Homeless Households					
Veterans					
Unaccompanied Youth	24				

Table 43 - Facilities Targeted to Homeless Persons

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

Milestone operates a program called the Homeless Outreach & Mobile Engagement (HOME) Team who provides outreach and community supports to homeless individuals experiencing chronic health and substance abuse issues in Portland. The HOME Team provides daily street outreach, intervention, referrals and transportation of homeless individuals, highly intoxicated individuals, individuals with mental illness and individuals engaging in disruptive behavior. Staff works to engage these individuals in a compassionate manner, encouraging them to access appropriate treatment services.

Individuals in crisis or in need of resources can call, text, or email 211 Maine's hotline to connect to financial, housing, domestic violence, addiction treatment, health care, or mental health services. In 2021, 1,606 Cumberland County residents called for assistance, mostly for Covid-19 immunization, control, or diagnostic information. Other calls were related to housing search, fuel payments, homeless vouchers, rental assistance, mental health, and shelter services.

Preble Street offers an accessible barrier-free resource center for individuals experiencing problems with homelessness, housing, hunger, and poverty. Preble Street services 5,000 people living in poverty each year, including connecting individuals with emergency housing assistance, supporting survivors of human trafficking, and serving tenants at Logan Place, a Housing First program.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

Families with Children: There are two shelters that serve families with children. The City of Portland Family Shelter provides temporary housing to families with children in the form of apartments. While staying at the shelter families learn important life skills, have access to various household items, participate in house meetings to discuss issues and assistance, laundry and transportation services to appointments. Staff also assists with housing placement and follows up case management. . Support services on site include assistance with housing placement; training sessions on tenant education (Rent Smart Curriculum); crisis intervention and management, including follow-up services after housing is located; and assistance with public transportation for appointments and self-sufficiency.

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Through These Doors operates an Emergency Shelter for women and children who are experiencing domestic violence. They provide 16 beds, and families can access basic necessities like food, clothing and personal care items. Residents are offered in house education programs, individual advocacy, case management and safety planning.

Unaccompanied Youth: The Preble Street Joe Kreisler Teen Shelter provides 16-24 beds unaccompanied youth ages 12-20. The shelter provides safe, clean overnight accommodations in a secure building, showers, bathrooms, laundry facilities, towels, and personal hygiene products, community living areas, light breakfast and snacks. Additionally staff responds to the crisis that lead to homelessness, provides referrals, link youth to necessary services including substance abuse, counseling and medical facilities.

Chronically homeless- Chronically homeless men and women would stay at the Oxford Street Shelter. The Oxford Street Shelter is a low-barrier shelter which provides safe, temporary shelter for homeless adults, both men and women. The Shelter offers a variety of support services to assist homeless individuals enhance their self-esteem, secure housing, and work towards a housing stability plan. Support services at the Oxford Street Shelter include shower facilities and training on hygiene skills; housing placement assistance; health assistance to Veterans; clinical and outreach services for individuals with mental health concerns; and interpreting services.

Portland and Cumberland County are fortunate to have several community organizations which assist special needs populations. These include, but are not limited to, Frannie Peabody Center, Preble Street, Amistad, Immigrant Legal Advocacy Project, Maine Equal Justice Partners, Milestone, and The Opportunity Alliance. Together these organizations provide access to care through case management, behavioral health counseling, advocacy, utility assistance, and housing assistance programs.

MA-35 Special Needs Facilities and Services - 91.410, 91.210(d)

Introduction

Portland's population has a higher incidence of disability than people in Cumberland County as a whole (13.5% and 11% respectively). There is a much higher incidence of people with "cognitive difficulties" in Portland among adults, and a much higher incidence of disability in the population 65 years or over. 45.2% of the non-institutional population 65 years and over in Portland and 45.2% of the populations has a disability, including hearing difficulty, vision difficulty, cognitive difficulty, ambulatory difficulty, self-care difficulty, and independent living difficulty.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

16.8% of County residents over the age of 65 have an ambulatory difficulty, and 11.5% have an independent living difficulty. In Portland, these percentages are 17.6% and 15.2% respectively. Accessible units are a consistent request of public housing applicants; however, accessible units are scarce. There is a need for first-floor units and units with physical accommodations.

With high rental costs in Portland, many individuals who are elderly, disabled, living with HIV, or experiencing mental illness may be simply unable to cover their living costs and also cover costs of transportation to medical appointments, nutritional care, and medications. Access to HOPWA, ESG, and CDBG funding and supportive services helps to guide clients through the complex financial system of housing and medical care and to support them in accessing the appropriate resources and opportunities to achieve a decent standard of living.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

Foster Care: Maine DHHS oversees foster care and contracts with The Opportunity Alliance (TOA) to help youth & families develop healthy transition plans to help youth aging out obtain TH, PH, PSH, or remain in care until they finish their education. TOA & the Teen Shelter work to prevent & actively monitor whether teens are discharged from foster care to the streets or shelters & advocate with Maine DHHS for improved policies and resources. Youth can remain with their foster parents past age 21 to complete their education.

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Health Care: Preble Street, through a collaboration with Maine Medical, has opened a triage medical clinic whose goal is to bring unserved homeless and low-income individuals into low barrier medical care (wound management, basic screenings, etc.) and connect them with primary care. Portland's FQHC, Greater Portland Health, has also opened an office near the shelter that offers primary and mental health care for unserved, homeless populations which include walk in hours every day at 9am and 1pm. Additionally, the Oxford Street Shelter has collaborated with the Portland Fire Department to create a Paramedicine program to assist guests with medical needs within the shelter and the neighborhood. The paramedic on duty also helps triage medical emergencies and assists with administering Narcan and addressing overdoses.

Mental Health: 2 of Maine's publicly-funded MH hospitals have a discharge planning process that begins at admission & is pursued during the hospital stay to connect clients back to community supports & housing. A treatment team works with clients and community partners to identify community-based housing & services needed. Maine DHHS' top priority is to use BRAP (TH vouchers) to house those being discharged from psychiatric hospitals. Portland homeless providers have regular discharge meetings with hospitals for "difficult to discharge" patients.

Corrections: The Statewide Homeless Council (SHC) oppose any policy language allowing the release to a shelter or the streets, for any length of time. Maine Department of Corrections (DOC) goal is to not release to shelters but no written policy exists yet.

MA-40 Barriers to Affordable Housing - 91.410, 91.210(e)

Describe any negative effects of public policies on affordable housing and residential investment

Zoning ordinances and requirements can be a significant barrier to affordable housing. Inconsistent zoning across municipalities can make it difficult for developers to easily navigate requirements across communities within the County. The Greater Portland Council of Governments conducted a multi-regional Multifamily Housing and land Use Regulation report which found that zoning laws currently in region create financial and political impediments to developing multi-family affordable housing on 90% of available land. The Transit Tomorrow plan identified the same trend among 50-65% of developable land along proposed regional development corridors.

The City of Portland has taken significant steps recently to reduce negative effects of public policies on affordable housing and residential development. On November 9, 2020 the Portland City Council voted unanimously to adopt a new land use code under Phase I of ReCode, the City's effort to streamline, modernize, and update its land use code to reflect the goals of the City's comprehensive plan (Portland's Plan 2030). The overarching goals of the ReCode process are to create a new code that is user-friendly and enables the City to effectively address issues related to housing, design, preservation, conservation, and transportation. Phase I has involved extensive reformatting, restructuring, and updating of the existing code, as well as a concerted look at streamlining and rationalizing particular areas of existing policy, including the city's Accessory Dwelling Unit, off-street parking, and sign provisions. The result is a well-organized new code, using tables and graphics that will increase predictability and clarity for users of the code. It will also pave the way for Phase II of the Recode process, which will involve better aligning the code with the vision of Portland's Plan for equitable, sustainable, and thriving neighborhoods. Within Phase II, regulatory concepts are classified based upon their relationship with six key themes: uses and use standards, dimensional and design standards; zones; general development standards; parking, loading, and access; landscape; nonconformities; and updates to code structure.

In October of 2021, the City began the process of reviewing its current Historic Preservation Ordinance to identify impact of historic district designations. Since 1990, the City of Portland has had a robust Historic Preservation program, created to recognize, preserve and enhance Portland's historic resources, including individual landmarks, historic commercial and residential districts and historic landscapes. When the City Council first adopted Portland's Historic Preservation Ordinance, they established six local historic districts and five historic landscape districts based on previously designated National Register districts. Since that time,

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the program has expanded significantly to 12 local districts. Approximately 2,000 properties throughout the city, in a diverse range of neighborhoods and contexts, are currently designated as historic properties. Despite the successes of the program, limited data has been collected to document the impact of the program on the economic, cultural and social well-being of the city. As such, the City is seeking to evaluate the impact of historic district designations on Portland's housing market in terms of affordability, supply, and accessibility, as well historic preservation's impact on employment, cultural heritage tourism, sustainability, downtown revitalization, and equity and inclusion.

The city's goal is for the study is to provide an analysis of and where applicable recommendations on the following: Job creation and income generated by historic rehabilitation activity or other preservation efforts in Portland's historic districts; the economic impact of cultural heritage tourism and its relative impact on relation to other forms of tourism in Portland; demonstrated effect of historic districts on property values and rent within those districts are compared to non-historic districts; the role of historic preservation in downtown commercial economic vitality; the contribution of historic preservation to Portland's sustainable development (smart growth principles, energy conservation, climate resilience, green infrastructure, etc.); the social and racial impacts of historic preservation including but not limited to, the opportunities in Portland's historic districts as it is related to the development of low and moderate income housing compared with other, non-historic district parts of the city.

MA-45 Non-Housing Community Development Assets - 91.410, 91.210(f)

Introduction

Greater Portland represents approximately half the State of Maine's economic output, and at the heart of the region Portland provides a welcoming environment for current and future employers and entrepreneurs both large and small. However, there are many challenges for Portland's economy, including a scarcity of office, industrial, and commercial space to meet current demand; an aging workforce; the need to cultivate and attract a workforce with the skills needed in today's economy; low population growth (although in-migration due to the Covid-19 pandemic has shifted this); low household income relative to the region and the country; rising housing costs; and insufficient housing supply. It is critical to address these challenges if Portland is to thrive in the years ahead.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	91	39	0	0	0
Arts, Entertainment, Accommodations	4,647	7,574	14	11	-3
Construction	1,126	2,284	3	3	0
Education and Health Care Services	7,618	18,903	23	28	5
Finance, Insurance, and Real Estate	2,982	8,088	9	12	3
Information	697	1,876	2	3	1
Manufacturing	2,077	2,910	6	4	-2
Other Services	1,224	2,624	4	4	0

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Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Professional, Scientific, Management Services	3,892	8,407	12	13	1
Public Administration	0	0	0	0	0
Retail Trade	3,576	5,400	11	8	-3
Transportation and Warehousing	967	1,604	3	2	-1
Wholesale Trade	1,272	2,638	4	4	0
Total	30,169	62,347	--	--	--

Table 45 - Business Activity

Data Source:	2013-2017 ACS (Workers), 2017 Longitudinal Employer-Household Dynamics (Jobs)
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Labor Force

Total Population in the Civilian Labor Force	40,175
Civilian Employed Population 16 years and over	38,265
Unemployment Rate	4.76
Unemployment Rate for Ages 16-24	24.08
Unemployment Rate for Ages 25-65	3.17

Table 46 - Labor Force

Data Source:	2013-2017 ACS
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Occupations by Sector	Number of People
Management, business and financial	10,960
Farming, fisheries and forestry occupations	1,660
Service	4,465
Sales and office	8,825
Construction, extraction, maintenance and repair	1,800
Production, transportation and material moving	1,195

Table 47 – Occupations by Sector

Data Source:	2013-2017 ACS
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Travel Time

Travel Time	Number	Percentage
< 30 Minutes	29,670	83%
30-59 Minutes	4,685	13%
60 or More Minutes	1,220	3%
Total	35,575	100%

Table 48 - Travel Time

Data Source:	2013-2017 ACS
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Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	1,160	120	1,205
High school graduate (includes equivalency)	3,960	355	2,455
Some college or Associate's degree	8,105	345	2,000
Bachelor's degree or higher	17,275	415	1,605

Table 49 - Educational Attainment by Employment Status

Data Source:	2013-2017 ACS
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Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	10	250	255	535	525
9th to 12th grade, no diploma	730	285	470	690	590
High school graduate, GED, or alternative	1,565	1,625	1,725	3,415	2,410
Some college, no degree	3,210	2,955	1,445	2,840	1,415
Associate's degree	230	1,045	585	1,645	580
Bachelor's degree	1,585	5,515	2,385	4,310	1,505
Graduate or professional degree	110	2,180	1,600	3,365	2,110

Table 50 - Educational Attainment by Age

Data Source:	2013-2017 ACS
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Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	18,340

Educational Attainment	Median Earnings in the Past 12 Months
High school graduate (includes equivalency)	24,445
Some college or Associate's degree	31,460
Bachelor's degree	40,700
Graduate or professional degree	56,935

Table 51 – Median Earnings in the Past 12 Months

Data Source:	2013-2017 ACS
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Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The following major employment sectors make up 72% of the share of jobs and 69% of the workers: Education and Health Care Services; Arts, Entertainment, and Accommodations; Professional, Scientific, and Management Services; Retail Trade; and Finance, Insurance, and Real Estate. Education and Health Care Services, the largest sector, make up 28% of jobs and 23% of workers, followed by Arts, Entertainment, and Accommodations with 14% of jobs and 11% of workers. Professional, Scientific, and Management Services have 12% of workers and 13% of jobs, while Retail Trade has 11% of workers but only 8% of jobs. A few sectors have worker shortages when compared to available jobs. Education and Health Care Services shows a worker shortage of 5%, and Finance, Insurance, and Real Estate has a 3% shortage.

Describe the workforce and infrastructure needs of the business community:

Although broadband was not identified in our business outreach as a significant need, it has become a much greater need as more workers began to work remotely and businesses moved online due to the Covid-19 pandemic. Access to broadband would also allow students of all ages, including adult learners, more flexible access classes and professional development opportunities.

The Covid-19 pandemic also highlighted gaps in childcare availability. As schools and daycares closed, working parents had to scramble to provide or find childcare; for parents who could not work from home, many were forced to choose between income and childcare. Affordable childcare was identified as a significant need during survey outreach, with 52.8% of respondents choosing to rank this as very important.

Sixteen percent (16%) of workers travel more than 30 minutes to a job. Improvements to the public transportation system would put the majority of commuters' needs within reach and will

become more vital as rising housing costs continue to push lower-income workers away from Portland. Transportation ranked highly among business owners and residents as a barrier to employment.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

The Covid-19 pandemic has impacted every sector of the economy. Businesses that experienced growth during the pandemic had a difficult time finding workers as childcare and public transportation became less available, and businesses that offered public-facing services lost significant revenue as they closed or pivoted their business model.

As the pandemic begins to wane and businesses begin to open, workers are looking to change their situations, in some cases seeking additional professional development through classes, workshops, and services. Additionally, more individuals have and are starting their own businesses, making it imperative that they have reliable internet and access to services that can help them grow. Because many workers are choosing remote work, they are seeking smaller cities such as Portland to live, exacerbating an already difficult housing availability situation.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

Overwhelmingly, businesses are reporting difficulty in attracting and retaining qualified workers, especially in sectors such as restaurant and retail, technology, healthcare, and the trades. Additionally, available workers are lacking in some of the soft skills needed to be successful across sectors including but not limited to time management and conflict resolution. Workers and businesses alike have identified a need for additional English Language Learner classes to assist non-English speakers with job-specific language skills.

Management/business/financial and sales/office jobs make up 68% of available jobs. Assuming that these positions require a bachelor's degree, there is a 12.7% discrepancy between employees with bachelor degrees and individuals to fill positions.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Coastal Counties partnered with several local entities including Adult Education, Adult, Dislocated Worker, and Youth Programs, Community College, the Maine DOL's Vocational

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Rehab and Employment Services to create an integrated workforce training development plan for the south and mid coast regions of Maine. Coastal Counties Workforce, Inc. (CCWI), is a non-profit 501(c)(3) entity founded to administer and oversee the delivery of the workforce system's services for the 6 Coastal Counties in Maine (York, Cumberland, Sagadahoc, Lincoln, Waldo and Knox). CCWI is the entity (mechanism) working on behalf of the Region's Local Board and CEO to ensure their responsibilities under federal workforce development law and federal funding are met. CCWI's region is geographically large and diverse and also the most populous, with approximately half of Maine's residents and business community located within the service area.

The initiative gives several benefits to the region, including:

1. The opportunity for regional workforce providers align and integrate services and resources such that potential trainees can be efficiently directed to desired program type no matter point of entry into the system.
2. Constant communication between employers and teaching organizations so training programs can stay aligned with workforce needs.
3. An accessible regional program for local professionals that will help them achieve their skill needs in any area they choose.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

Yes

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

In 2011, the Greater Portland Council of Governments (GPCOG) was designated by the US Department of Commerce's Economic Development Administration as the Economic Development District for our region. In that capacity, GPCOG is responsible for developing and implementing a five-year Comprehensive Economic Development Strategy (CEDS), the most recent of which was released in 2018. One goal of the plan is to reduce regional deficits, which includes reducing poverty and expanding equality through collective impact in education, public health, and affordable housing, and sustaining and expanding affordable housing and infrastructure investments in the region.

There are several other regional and state efforts that may impact Portland. The Maine Jobs and Recovery Plan offers financial support for businesses to survive the pandemic, attract new workers to the state, fund educational opportunities for existing workers, and expand transportation, technological, and sustainability infrastructures. Thrive 207 seeks to facilitate

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wrap-around health and educational services for children, universalize access to education programs that lead to post-secondary completion, and expand behavioral and physical health care access to meet family needs. Transit Tomorrow seeks to make public transportation in greater Portland faster and more affordable than using a vehicle; these efforts are supported by Maine Won't Wait and One Climate Future, which seek to reduce climate hazards through accessible public transportation, clean and efficient development, and directing funding towards addressing climate-related infrastructure needs.

Discussion

Greater Portland represents approximately half the State of Maine's economic output, and at the heart of the region Portland provides a welcoming environment for current and future employers and entrepreneurs both large and small. The city's historic industries, such as manufacturing, fishing, shipping, and tourism, are still relevant and evolving, even as Portland's 21st century economy is increasingly diverse. Portland simultaneously hosts a financial and services center, a growing biotech presence, a thriving local food cluster, a port of international trade, a regional healthcare hub, and a flourishing center of arts and culture. The impact of Portland's economy is felt beyond its physical limits: it has a food culture that serves as a catalyst for renewed agricultural growth in rural Maine; it is home to one of the state's three key ports and its largest airport; and its creative class has begun to spill beyond its borders, helping to revitalize other cities and towns across the state. Portland is increasingly a center for global industry and an international travel destination. Portland's entrepreneurial environment has received national and global recognition. Our food and maker economies continue to thrive as we explore ways to grow our value-added industries such as brewing and distilling, seafood processing, farm-to-table restaurants, and other food producers who build on the high-quality raw materials of local agricultural and natural resources. Remote workers also represent a growing sector of the city's economy, drawn here for Portland's distinct quality of place, and enabled by sound transit and communications systems. Creative and collaborative workspaces are flourishing in the city, providing opportunities to meet the changing needs of the 21st century workforce. There are many challenges for Portland's economy, including a scarcity of office, industrial, and commercial space to meet current demand; an aging workforce; the need to cultivate and attract a workforce with the skills needed in today's economy; low population growth; low household income relative to the region and the country; rising housing costs; and insufficient housing supply. It is critical to address these challenges if Portland is to thrive in the years ahead (Portland's Plan 2030, 2017).

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

A concentration means that the percentage of properties exhibiting a specific characteristic is markedly larger than the percentage of properties exhibiting that characteristic within the jurisdiction. Households on the Peninsula are more likely to be renters and cost burdened than other areas of the City of Portland, particularly in the areas of Bayside, Parkside, and the St John Valley neighborhoods.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

Due to the high percentage of rental and public housing, certain neighborhoods exhibit high concentrations of racial or ethnic minorities and low-income families, particularly Parkside and Bayside. Bayside neighborhood is also showing a higher concentration of Hispanic population (16%). A concentration means that the percentage of a specific characteristic is markedly larger than the percentage of individuals with that characteristic within the jurisdiction. This has not occurred because of a deliberate effort to segregate these populations. Areas of higher concentrations of race and poverty occur in the sections of the city where many social service agencies are located as well as affordable housing, including public housing, and public transportation. Many in the refugee and immigrant community choose to live in proximity to their social and cultural network and in areas with better access to schools, public transportation, employment within the city, health care, and affordable housing.

A major challenge in the area is poverty. The HCD area on the Portland peninsula has a concentration of families below the poverty level that is more significant than any other area of the city. However, as noted previously, Portland also offers greater access to affordable housing, social services, public transportation and jobs. Most Black/African American families living below the poverty level in Cumberland County live in Portland. On the other hand, most white families under poverty live in the rest of the county.

What are the characteristics of the market in these areas/neighborhoods?

The Covid-19 pandemic drastically affected the availability of vacant units within Portland. Both individuals seeking units and case managers report difficulty in finding affordable, safe units, and vouchers are often expiring before a suitable unit can be located. Subsidized housing is concentrated on the peninsula, where there is also higher concentrations of populations living

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below poverty and racial minorities. The peninsula also has more accessible resources than other areas of the City.

Are there any community assets in these areas/neighborhoods?

Nearly all of the neighborhoods on the peninsula have active neighborhood associations: Parkside, Bayside, East Bayside, West End, Munjoy Hill, and St. John Valley. Each of the neighborhood associations work to foster a sense of community and neighborhood among its members and fellow citizens, to work for the safety, cleanliness, and livability of its streets and homes, and to work for the preservation, restoration, promotion and appreciation of their neighborhoods and parks. They hold neighborhood meetings, clean ups, and work to inform their neighborhoods about projects at the City that will impact them.

Neighborhoods on the peninsula have a higher concentration of parks, playgrounds, churches, stores, restaurants, shelters, schools, and community resources than other areas of the City. Plus because neighborhoods are dense, amenities are more accessible because residents can access them by walking, biking or taking the bus.

Are there other strategic opportunities in any of these areas?

The areas of with higher concentration of poverty and racial diversity are also the target areas for CDBG funding. Neighborhood improvements and area wide benefit projects are focused on these areas of the City. As a result more neighborhood scale infrastructure projects, playgrounds, parks, trees, and other amenities will be constructed in these neighborhoods, many with accessible features such as ramps.

Additionally the City of Portland is considering creating a Neighborhood Revitalization Strategy Area for certain areas of the peninsula including Bayside, East Bayside and possibly Parkside. This will bring additional resources and focused development in these neighborhoods.

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

In 2018, the Maine Department of Economic and Community Development (DECD) created a “Statewide Broadband Action Plan” which outlines a public/private partnership to increase broadband accessibility in Maine. The Plan includes identifying underserved broadband areas whose available services is less than 25Mbps/3Mbps, the standard at which the FCC considers an address served. It sets the broadband target speed as 100/10.

As part of the State plan, a map was created at <https://maps.sewall.com/connectme/public/> which allows individuals to enter an address and see the speed and providers who can provide service. Portland generally meets the FCC definition of served, with exception of the several Island communities such as Great Diamond Island, Long Island, and Peaks Island.

Within Portland, 86.2% of households have an internet connection, most of which are broadband according to the 2019 ACS 5-year estimates. Almost 7% of households have only a cellular data plan, while 13.8% of households have no internet subscription. Broadband wiring is readily available in mainland Portland; however, for some low- to moderate-income households, the cost of connecting is cost-prohibitive. The islands of Portland, with the exception of Peaks Island, do not have access to broadband speeds greater than 10Mbps/1Mbps.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

There are several recent regional and state studies and plans outlining the opportunities for expanding broadband access in the area. As part of the “ConnectME” project, a map was created at <https://maps.sewall.com/connectme/public/> which allows individuals to enter an address and see the speed and providers who can provide service. For Portland, Maine’s zip code at 04101, four providers are listed: GWI, Consolidated Communications, Spectrum, and Redzone Wireless. GWI, however, is no longer accepting customers in this market. FirstLight also provides service within the area.

A study from the consumer group Free Press found that adjusted for inflation, the average U.S. consumer broadband bill increased 19 percent from 2017 through 2019. The study also found that providers have consistently either eliminated or hiked the price of slower, entry-level tiers to drive subscribers to more expensive service offerings, pushing affordable broadband even

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further out of reach for those already struggling to afford even basic tiers of service. The cause of this behavior is a direct result of limited competition, heavy consolidation in the sector, regional monopolization, and government policies that for years have failed to fully acknowledge these realities. Although Portland already has several providers, increasing the number of providers will give choice and voice to consumers and result in more competitive pricing as providers vie for a finite number of customers.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

In 2019, the cities of Portland and South Portland created a climate change vulnerability assessment titled "One Climate Future". This report analyzed the potential risks associated with increasingly warming air and water temperatures, more severe and frequent storms, and changes in sea level.

Much of the water, sewer, natural resource, and transportation infrastructure in the two cities is vulnerable to climate change due to its proximity to tidal waters. Over half of the petroleum in Maine enters through the Port of Portland, with storage and terminals located at the mouth of the Fore River.

Increased temperatures may cause algae and bacteria in Sebago Lake, the drinking water source for Portland and South Portland, to bloom and flourish. It also may cause the electrical grid to function less efficiently, potentially impacting the ability of basic sanitation systems to function. This is particularly concerning when considering the impacts of severe storms to these systems.

Severe storms may also impact transportation systems, particularly in Portland, due to flooding. Portland has several high-value arterials with significant traffic; many of these are in areas that could be affected by a sea level rise up to 3.9 feet about the highest astronomical tide. Several areas vulnerable to flooding are in CDBG priority locations, including the Bayside neighborhood.

In addition to more severe storms, sea level rise could also cause significant flooding and damage. Portland utilizes a ferry system whose terminals are located in areas projected to see impacts from sea level rise. Additionally, there are many contaminated sites and hazardous waste storage facilities located in impacted areas, which could be environmentally devastating to the Casco Bay Watershed and surrounding communities if compromised by rising sea levels.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

A large number of Portland's public and subsidized housing units are located in the Bayside neighborhood, which will likely see increasing flooding due to climate change. Both renters and homeowners will likely see increased household costs due to ballooning flood insurance costs and the need to supply more cooling in buildings ill-equipped for that infrastructure.

With a sea level rise of two feet, there would be 43 inaccessible households in Portland, mostly in the Bayside neighborhood; this increases to 697 with a 6-foot rise. These households would be unable to access basic services and/or emergency medical service. The costs to alleviate this concern by upgrading

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roads range from \$2.85 million to \$23.72 million. Flooding may disrupt access to three major grocery stores in the area, making it difficult for residents without a car to access fresh food.

The “One Climate Future” assessment identifies several populations in Portland and South Portland who are socially vulnerable and may be significantly impacted by climate change. The Social Vulnerability Index (SVI) aggregates seventeen measures of social vulnerability by Census block and was specifically developed for Maine communities by the Maine Coastal Risk Explorer Project. The groups identified include individuals over 65, individuals with a disability, individuals who speak English “less than well”, individuals of color, children, and those facing poverty or unemployment. Many of the individuals identified as socially vulnerable live in the Bayside neighborhood in Portland, which has one of the highest risks of impact due to climate change in the two cities. The factors that could disproportionately affect socially vulnerable populations include, but are not limited to: respiratory distress from dust and ground level ozone; increased heat related illness due to warming temperatures and significant impervious surfaces; lack of access to emergency warnings about climate-influenced events; and trauma.

In order to mitigate the effects of climate change on the area, and reduce vulnerability of housing occupied by low- and moderate-income households, the cities of South Portland and Portland have joined forces to create a plan called “One Climate Future” based on the assessment in 2019. Each of the 68 strategies in the plan is analyzed through the lens of creating a future that is equitable, regenerative, and resilient. Several of the strategies focus on areas and initiatives that will increase affordable housing resilient to climate change, decrease impervious surfaces while increasing greenspace, create additional cooling centers, and reduce energy costs, especially for low- and moderate-income households.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The priorities and goals addressed in the strategic plan are based off of the needs assessment and market analysis from the previous sections. Additionally, the priorities and goals in the strategic plan align with the City Council’s 2020 Goals and Priorities. These goals will be used to guide the City’s investment of resources and allocation of funding for the next five years. The needs, goals and priorities of the City were placed into four categories:

1. Neighborhood Investment & Infrastructure
2. Housing Availability
3. Economic Development
4. Addressing the Needs of the Growing Homeless Population

SP-10 Geographic Priorities - 91.415, 91.215(a)(1)

Geographic Area

Table 52 - Geographic Priority Areas

Bayside Neighborhoods

- The Bayside Neighborhoods consist of the Bayside and East Bayside neighborhoods. It is bound by I-295, Washington Ave, Congress Street, and Forest Ave.
- The Bayside neighborhoods have the highest concentration of homeless shelters and LMI housing in the City. There is a diverse mix of commercial properties within the neighborhood boundaries; including grocery stores and food services, industrial buildings, health care centers.
- In 2015 the City decided to create a 'targeted neighborhood investment' strategy; starting with the Bayside Neighborhoods and moving to a different neighborhood every 2-7 years, depending on community and public infrastructure needs. The Bayside Neighborhoods were chosen as the first targeted neighborhood investment area due to a combination of this area having the highest percentage of LMI residents, a lack of adequate housing and public infrastructure, as well as a high potential for private investments.
- The Bayside neighborhoods have the highest percentage of LMI residents in the City. Many of the roads and sidewalks in this neighborhood are in great need of repair and redesign in order to make the neighborhood safe and sustainable.
- Housing, public infrastructure, neighborhood development, public services

CDBG Target Neighborhoods

- Districts 1, 2 and portions of district 3 on the Portland Peninsula. This consists of eligible census tracts, 1, 2.1, 3, 5, 6, 10, 11, 12, 13.2, 13.3, 15.1, 15.3, and 20.2.1
- The CDBG target neighborhoods include the oldest housing stock in the City, the downtown district, and the highest concentration of public services.
- Members of neighborhood organizations, residents, service providers, and business owners all participated in the creation of this target area.
- Housing, public infrastructure, safety, and public services.

Eligible Census Tracts

- Any census tract where more than 51% of the residents are below 80% of the AMI

This includes: census tracts 1, 2.1, 3, 5, 6, 10, 11, 12, 13.2, 13.3, 15.1, 15.3, and 20.2.1, 21.1.3,

21.2.2, and 22.2

-This area consists of census tracts in the highest and lowest density neighborhoods of the city. The housing type is very diverse, including single family and multi-unit buildings as well as a wide array of businesses and services.

Members of neighborhood organizations, residents, service providers, and business owners all participated

Boundaries of the City of Portland

-Portland consist of high and low density neighborhoods. The housing type is very diverse, including single family and multi-unit buildings as well as a wide array of businesses and services.

-Members of neighborhood organizations, residents, service providers, and business owners all participated in the creation of this target area.

-Housing, public infrastructure, safety, and public services.

General Allocation Priorities

Describe the basis for allocating investments geographically within the state

The City of Portland's priority to allocating resources is to focus them on the areas of the jurisdiction that are in the most need. To determine this the City considered which areas of the City have the highest combination of poverty, minorities, single parents, oldest housing stock, and housing problems. These are located in Census Tracts 5, 6 and 10, which represent East Bayside, Bayside and Parkside neighborhoods respectively. Over the next five years the City of Portland will consider creating a Neighborhood Revitalization Strategy Area to help increase investment in these neighborhoods

In 2015 the City decided to create a 'targeted neighborhood investment' strategy; starting with the Bayside Neighborhoods and moving to a different neighborhood every 2-7 years, depending on community and public infrastructure needs. The Bayside Neighborhoods were chosen as the first targeted neighborhood investment area due to a combination of this area having the highest percentage of LMI residents, a lack of adequate housing and public infrastructure, as well as a high potential for private investments.

On a larger scale, the city will focus federal resources into areas of the City with the highest percentage of LMI residents, which are located primarily on the peninsula in districts 1 & 2. Street, sidewalk, infrastructure, parks, playgrounds, and other area benefit projects will be located in the target neighborhoods to benefit the low and moderate income individuals and families that live there. Due to the amenities and proximity to services, many HOME funded affordable housing projects are also

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located in the target neighborhoods.

Housing rehabilitation and new construction benefit individual persons or households who are low to moderate income, and therefore HOME funds can be spent throughout the City and County, which are the next geographic area priorities.

SP-25 Priority Needs - 91.415, 91.215(a)(2)

Priority Needs

Table 53 – Priority Needs Summary

Neighborhood Investment and Infrastructure

Priority: High

Description:

Public safety and mobility are key components to improving the livelihood of Portland neighborhoods. There is a significant need to build neighborhood sidewalks where none exist, improve ADA compliance, and increase access to alternative modes of transportation. Additionally, there is a need to increase resident's ability to remain or become active and engaged members of their neighborhoods through community based services and programs.

Basis for Relative Priority

In 2019 & 2020 , the Portland City Council identified four goals that identified this need: 1) 15 buses for 15 minutes: Add 15 buses to our fleet allowing us to reduce peak hour wait times to an hour to 15 minutes. 2) Light Hybrid rail to the eastern waterfront: install hybrid electric rail cars to come into Portland's eastern waterfront to reduce traffic. 3) Implement a plan for installation of solar arrays. 4) Increase public transit infrastructure and capacity in the City. The 2030 Comprehensive plan lists the following strategy: Full Service City: 2. Provide services to all residents. Operate City facilities and services in an efficient and effective manner that is responsive to all segments of the community.

Associated Goals: Create strong, safe, accessible and vibrant neighborhoods:

Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility and livability through age-friendly designs and ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors.

Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.

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Housing Availability

Description: In the 2019 Housing report it was reported that Portland has an affordability gap of \$255,796. In addition, there is a lack of affordable rental housing within Portland's housing supply. The City Council continues to make housing availability and affordability their goal.

Basis for Relative priority: In 2019 & 2020 the Portland City Council identified the following goal to address this need: Increase access to rental and home ownership that is safe, affordable, and accessible.

Associated Goals: Increase housing availability & affordability:

Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce and age-friendly housing in significant development projects.

Economic Opportunity

Description: Portland has a well-developed employment support system with many established providers. However, the system is fragmented, providers work in silos, there is insufficient funding to cover needs of potential workers, and career planning and financial stability are often prioritized less than job placement. Employment retention support is scarce and turnover results in economic uncertainty for employees and higher costs for employers.

Basis for Relative priority: In 2019 & 2020 the Portland City Council identified the following goal: Promote Economic Development in the City in a manner that provides for increased property values, diversification across industry sectors and high paying jobs. Specifically, as it relates to HUD programming and objectives, the Council further identified the need to advance work on the "Minority and Women-owned Business Development Initiative" and secure City Council approval to invest CDBG funds in workforce development.

Associated Goals: Create economic opportunities to transition people out of poverty:

Description: Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.

Address the Needs for Growing Homeless Population

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Description: The shelter system in Portland is beyond capacity. Staff and local organizations struggle to deal with overflow strategies to meet increasing need. Data from 2019 showed that 79% of the shelter consumers were new consumers, the average length of stay at the shelter is under 60 days. Homeless Prevention and Rapid Rehousing are key components to help reduce shelter usage and homelessness. Additionally increased case management is needed for those who have mental illness and substance abuse issues to help them navigate the service delivery system.

Basis for Relative priority: In 2019 & 2020 the Portland City Council identified the goal: Continue the effort to reduce homelessness, assist people experiencing homelessness through City, Regional, and State efforts.

Associated Goals: Prevent and Reduce Homelessness:

Description: Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist vulnerable population's transition out of homelessness, including housing opportunities for chronically homeless or long-term stayers at homeless shelters.

Narrative (Optional)

SP-30 Influence of Market Conditions - 91.415, 91.215(b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	A significant number of individuals in City's shelters have been identified as chronically homeless. The City has prioritized efforts to house long-term stayers while providing follow-up services.
TBRA for Non-Homeless Special Needs	Mental illness and substance use disorder are two of the three most common factors in homelessness in Maine.
New Unit Production	Affordable housing is difficult to find, with vouchers often expiring before recipients have found a unit.
Rehabilitation	Much of the City's housing stock is old and nearing the end of its useful life.
Acquisition, including preservation	Preservation of building stock is a focus of the affordable housing development program. The creation of affordable housing that includes the conversion of non-residential property into affordable housing is encouraged as a means of meeting the supply/demand needs mentioned above.

Table 54 – Influence of Market Conditions

SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 91.220(c)(1,2)

Introduction

For the Five Year Consolidated Plan, the anticipated resources include federal CDBG, HOME, ESG, and Continuum of Care. The amount of each of these resources is dependent on federal allocation, which can be unpredictable. Estimates assume level funding for the next four years. Lead Safe Housing is program income from past grants. Payments are typically made when owners sell or refinance their homes and are therefore unpredictable; estimates are based on past years income. The Local Housing Trust Fund is funded by the City's Inclusionary Zoning ordinance. CDBG-CV, ESG-CV, and HOME-ARP are one-time allocations in response to the Covid-19 pandemic. Once funds are expended no more are expected.

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Anticipated Resources

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public-federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$1,948,754	\$44,111	\$146,522	\$2,139,387	\$7,971,460	Up to 33% of funds will be used for public services, 20% for planning and administration, and the remainder to economic development, housing, and public improvement activities.
HOME	public-federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	\$991,679	\$247,875	\$0	\$1,239,554	\$4,958,216	Program income is generated by repayment of HOME program loans.
ESG	public-federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	\$164,857	\$0	\$0	\$164,857	\$659,428	The Emergency Solutions Grant goes to fund both serving those in need of emergency shelter and assistance, and also to prevent homelessness and rapidly rehouse those who are homeless.

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Competitive McKinney-Vento Homelessness Assistance Act	public-federal	Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing						
Jill C Duson Housing Trust Fund	public-local	Acquisition Multifamily rental new construction New construction for ownership	\$2,172,194	\$0	\$0	\$2,172,194	\$0	Local Housing Trust Funds allocated under an annual plan that is approved by the City Council
LIHTC	public-state	multifamily rental, new construction		\$0	\$0		\$0	Low-Income Housing Tax Credits used in conjunction with other sources to create affordable units
CDBG-CV		Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$0	\$0	\$286,471.55	\$286,471.55	\$0	CDBG-CV had three allocations. The City received allocations in the first and third allocations.
ESG-CV		Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	\$0	\$0	\$1,023,959	\$1,023,959	\$0	ESG-CV was received by the City of Portland in the first and second allocation rounds.

HOME-ARP		Supportive Services, Tenant-Based Rental Assistance, Non-Congregate Shelter, Rental Housing	\$0	\$0	\$3,500,000	\$3,500,000	\$0	HOME-ARP funds were received as part of the American Rescue Plan and will be used by Cumberland County and City of Portland for eligible activities as outlined in HOME-ARP Plan, currently in production.
Section 8		Rental Assistance		\$0	\$0		\$0	
Section 108		Economic Development	\$0	\$0	\$8,171,058	\$8,171,058	\$0	Section 108 loan funds to support development within the Bayside neighborhood.
Other	Public - federal	Housing multifamily rental rehab	\$45,397	\$0	\$0	\$45,397	\$0	Program Income from prior HUD Healthy Home/Lead Safe Housing Grants. Wherever possible, the City will utilize rehab program funds in combination with lead program income funds to complete additional lead-safe units.
Other	Public-local	Development Activities and Planning/Admin	\$120,000	\$0	\$0	\$120,000	\$0	Funding from TIF to support CDBG-eligible activities.
Other	Public-local	Public Services activities	\$20,000	\$0	\$0	\$20,000	\$0	Funding from sale of property to support CDBG eligible activities.

Table 55 - Anticipated Resources

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Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG funds are leveraged considerably for their investment. Year 1 of the Consolidated Plan is expecting to leverage \$4,742,053 from the CDBG investment of \$1,948,754. The CDBG Program Application process discourages applicants from using CDBG funds as the sole source of project funding. Applicants must include other resources as leveraged funding. The City will continue to make this a requirement of the program.

The HOME Program leverages considerable funds, primarily through the Affordable Housing Development Program. This program leverages funding from several sources including Low Income Housing Tax Credits, state and federal Historic Tax Credits, state funds from the Maine State Housing Authority and local Housing Trust Funds. The City of Portland meets its match requirement through the expenditure of local General Assistance funds providing tenant based rental assistance to low and very low income households. The City expends General Assistance funds for this purpose, well in excess of the required HOME program match and will continue this assistance.

The ESG Program is expected to provide match funds equal to the amount of ESG funds allocated through the City's General Assistance fund.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

In 2012, the City Council adopted a Housing Investment Policy that requires the Housing & Community Development Committee (HCDC) to complete an annual review of program priorities that includes the type and location of housing, and an analysis of tax acquired or City-owned property that may be included as a development resource. In 2021, the City identified 7 available properties to be used for co-ops, condos, rental units, and a single family unit; combined, this would yield approximately 250 units after development.

Discussion

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The City Council adopted ordinance changes in October 2015, called “Inclusionary Zoning”, that required all new housing developments of 10 units or more meet a 10% workforce housing requirement. The introduction of Inclusionary Zoning ensures critically needed workforce housing is built or, through a fee-in-lieu option, funded for development at a later date. In 2019, Portland amended Chapter 14 of the Land Use Code to require new hotel projects with 10 or more hotel guest rooms within any five-year period, to provide low-income housing for rent on-site, or pay a fee-in-lieu to support affordable housing in the City. The fee-in-lieu is added to funds in the Jill C Duson Housing Trust Fund, a local fund used for the production of affordable housing.

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SP-40 Institutional Delivery Structure - 91.415, 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Portland	Government	Economic Development Homelessness Non-homeless special needs Ownership Planning Rental Neighborhood improvements Public facilities Public services	Jurisdiction
Portland Housing Authority	PHA	Public Housing	Jurisdiction
Preble St	Non-profit organizations	Homelessness	Jurisdiction
Town of Brunswick	Government	Ownership Rental	Jurisdiction
Cumberland County	Government	Ownership Rental	Jurisdiction
Avesta Housing	CHDO	Ownership rental	Region
Community Housing of Maine	CHDO	Non-homeless special needs rental	State
South Portland Housing Authority	PHA	Public Housing	Jurisdiction
Westbrook Housing Authority	PHA	Public Housing	Jurisdiction
Brunswick Housing Authority	PHA	Public Housing	Jurisdiction
Frannie Peabody	Nonprofit	Non-homeless special needs	State
Catherine Morrill Day Nursery	Nonprofit	Economic Development	Jurisdiction
Amistad, Inc	Nonprofit	Homelessness	Jurisdiction
Milestone Foundation	Nonprofit	Homelessness	Jurisdiction

Table 56 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The City will continue to carry out its Housing and Community Development Plan in partnership with the other management and delivery entities for housing and community development activities. These organizations include the consortium partners, Cumberland County and Brunswick, the Housing and Community Development Division and the Planning Division, the

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City's Health and Human Services Department, the Economic Development Department, the Portland Housing Authority, and a network of individual non-profit housing and social service providers.

The City of Portland Housing and Community Development Division is responsible for overseeing the budget and distribution of the City's CDBG and HOME entitlement funds and development of the Five-Year Consolidated Plan and Annual Action Plan and Consolidated Annual Performance Evaluation Report, as well as ensuring that all programs comply with HUD's federal regulations. The Health and Human Services Department oversees the budget and distribution of the ESG entitlement funds. Additionally the HCD Division administers the City's housing rehabilitation, new construction and homebuyer programs.

City of Portland Social Services Division administers the General Assistance Program, the City's emergency shelters (for single adults and families), transitional housing facilities, housing location services, Family Services Program, job readiness training and employment services and several other support activities in coordination with non-profit housing and social service agencies. Additionally, the Social Services Division administers the HOME funded Tenant Based Rental Assistance Program.

Non-Profit Housing and Social Service Agencies play a large role in directly providing housing and services to low income, homeless, and special needs populations throughout Portland.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	Yes	Yes	Yes
Legal Assistance	Yes	Yes	Yes
Mortgage Assistance	Yes	No	No
Rental Assistance	Yes	Yes	Yes
Utilities Assistance	Yes	Yes	Yes

Street Outreach Services			
Law Enforcement	Yes	Yes	No
Mobile Clinics	Yes	Yes	No
Other Street Outreach Services	Yes	Yes	Yes

Supportive Services			
Alcohol & Drug Abuse	Yes	Yes	Yes
Child Care	Yes	No	No
Education	Yes	Yes	No
Employment and Employment Training	Yes	Yes	No
Healthcare	Yes	Yes	Yes
HIV/AIDS	Yes	Yes	Yes
Life Skills	Yes	Yes	No
Mental Health Counseling	Yes	Yes	Yes
Transportation	Yes	No	No

Other			
Other			

Table 57 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

There are several services available to the homeless and persons with HIV/AIDS in the Community.

The Portland Community Health Center offers an Integrated behavioral Health program that is designed to bring adults into treatment who are experiencing homelessness and are suffering from co-occurring mental health and substance abuse disorders. The goal of the program is to help stabilize individuals in need of health and mental health services and provide housing stabilization, housing placements, residential treatment use, and detox and follow-up treatment.

Milestone operates a program called the Homeless Outreach & Mobile Engagement (HOME) Team who provides outreach and community supports to homeless individuals experiencing chronic health and substance abuse issues in Portland. The HOME Team provides daily street outreach, intervention, referrals and transportation of homeless individuals, highly intoxicated individuals, individuals with mental illness and individuals engaging in disruptive behavior. Staff

works to engage these individuals in a compassionate manner, encouraging them to access appropriate treatment services.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

Working collaboratively, these entities implement the City's Housing and Community Development Plan. The system's strengths include the collaborative manner in which these diverse groups work together to maximize available resources. Portland is a large enough City to have many institutional resources, yet small enough to be able to effectively communicate and collaborate. Currently there are no gaps in types of housing and services, but there is a lack of funding resources. The City and its partners will continue to seek additional resources to improve the system's ability to meet community needs.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The City of Portland will continue to work in collaboration with partner organizations and governments to meet the goals and objectives of this 5 Year Consolidated Plan.

SP-45 Goals - 91.415, 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Neighborhood Investment and Infrastructure	2022	2026	Non-Housing Community Development				

Table 58 – Goals Summary

Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

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SP-50 Public Housing Accessibility and Involvement - 91.415, 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

Activities to Increase Resident Involvements

Is the public housing agency designated as troubled under 24 CFR part 902?

Plan to remove the ‘troubled’ designation

SP-55 Strategic Plan Barriers to Affordable Housing - 91.415, 91.215(h)

Barriers to Affordable Housing

Zoning ordinances and requirements can be a significant barrier to affordable housing. Inconsistent zoning across municipalities can make it difficult for developers to easily navigate requirements across communities within the County. The Greater Portland Council of Governments conducted a multi-regional Multifamily Housing and land Use Regulation report which found that zoning laws currently in region create financial and political impediments to developing multi-family affordable housing on 90% of available land. The Transit Tomorrow plan identified the same trend among 50-65% of developable land along proposed regional development corridors.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The City of Portland has taken significant steps recently to reduce negative effects of public policies on affordable housing and residential development. On November 9, 2020 the Portland City Council voted unanimously to adopt a new land use code under Phase I of ReCode, the City's effort to streamline, modernize, and update its land use code to reflect the goals of the City's comprehensive plan (Portland's Plan 2030). The overarching goals of the ReCode process are to create a new code that is user-friendly and enables the City to effectively address issues related to housing, design, preservation, conservation, and transportation. Phase I has involved extensive reformatting, restructuring, and updating of the existing code, as well as a concerted look at streamlining and rationalizing particular areas of existing policy, including the city's Accessory Dwelling Unit, off-street parking, and sign provisions. The result is a well-organized new code, using tables and graphics that will increase predictability and clarity for users of the code. It will also pave the way for Phase II of the Recode process, which will involve better aligning the code with the vision of Portland's Plan for equitable, sustainable, and thriving neighborhoods. Within Phase II, regulatory concepts are classified based upon their relationship with six key themes: uses and use standards, dimensional and design standards; zones; general development standards; parking, loading, and access; landscape; nonconformities; and updates to code structure.

In October of 2021, the City began the process of reviewing its current Historic Preservation Ordinance to identify impact of historic district designations. Since 1990, the City of Portland has had a robust Historic Preservation program, created to recognize, preserve and enhance Portland's historic resources, including individual landmarks, historic commercial and residential districts and historic landscapes. When the City Council first adopted Portland's

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Historic Preservation Ordinance, they established six local historic districts and five historic landscape districts based on previously designated National Register districts. Since that time, the program has expanded significantly to 12 local districts. Approximately 2,000 properties throughout the city, in a diverse range of neighborhoods and contexts, are currently designated as historic properties. Despite the successes of the program, limited data has been collected to document the impact of the program on the economic, cultural and social well-being of the city. As such, the City is seeking to evaluate the impact of historic district designations on Portland's housing market in terms of affordability, supply, and accessibility, as well historic preservation's impact on employment, cultural heritage tourism, sustainability, downtown revitalization, and equity and inclusion.

The city's goal is for the study is to provide an analysis of and where applicable recommendations on the following: Job creation and income generated by historic rehabilitation activity or other preservation efforts in Portland's historic districts; the economic impact of cultural heritage tourism and its relative impact on relation to other forms of tourism in Portland; demonstrated effect of historic districts on property values and rent within those districts are compared to non-historic districts; the role of historic preservation in downtown commercial economic vitality; the contribution of historic preservation to Portland's sustainable development (smart growth principles, energy conservation, climate resilience, green infrastructure, etc.); the social and racial impacts of historic preservation including but not limited to, the opportunities in Portland's historic districts as it is related to the development of low and moderate income housing compared with other, non-historic district parts of the city.

SP-60 Homelessness Strategy - 91.415, 91.215(d)

Describe how the jurisdiction's strategic plan goals contribute to:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Maine State Housing Authority coordinates the efforts of homeless shelters, outreach groups and volunteers who participate in an annual Point in Time Survey of sheltered and unsheltered homeless populations in the State of Maine and City of Portland. The annual census is required of all states on one night in January by the U.S. Department of Housing and Urban Development, and the count provides a snapshot of the number of individuals and families in shelters and on the streets on a given night. For Maine, a count performed in January will represent chronic and truly desperate homelessness because of extreme weather conditions including typical temperatures well below freezing, regular snow accumulation, and minimal daylight hours.

The Emergency Shelter Assessment Committee meets monthly to review homeless data and identify trends, issues, and areas that need improvement.

The Emergency Shelter Client Support & Services Plan Policy guides needs assessments. The policy requires clients to work with their navigator on a plan to secure permanent housing and clients who chose not to participate are asked to leave the shelter, unless circumstances warrant an exception. Also, the Oxford Street Shelter housing placement team now focuses on housing long-term stayers. The City has also added a full-time case manager to work with families experiencing homelessness, resulting in locating permanent housing placements with follow up case management and tenant education services. Preble Street Support Services receives funding from the Veterans Administration to prevent and end homelessness among veterans.

The Homeless Outreach and Mobile Engagement (HOME) Team is a collaboration between the City of Portland, the Portland Downtown District and Milestone to provide outreach and community supports to those with chronic health, mental health and substance abuse issues living on the streets of Portland. The HOME team has become part of the emergency service delivery system for businesses and community members.

SP-65 Lead-based Paint Hazards - 91.415, 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

The City of Portland has been committed to eliminating lead poisoning in children since 1995 when it received its first HUD Lead Hazard Control Grant. The control and reduction of lead-based paint remains a critical focus of the City of Portland and over the years, nearly 500 units have been made lead-safe in the Greater Portland area. In past years, Portland received and administered federal Lead Hazard Reduction funds and has effectively and successfully addressed the lead hazards prevalent in the City's older housing stock. The effort to create lead safe dwelling units and reduce childhood lead poisoning will continue through the City's Lead Safe Housing Program.

Portland works closely with state and federal partners such as the Maine CDC, Maine DEP and US EPA in order to effectively administer the program, facilitate lead education activities and provide funding for lead abatement to qualifying applicants. The City is at times able to leverage state lead funds from Maine Housing in order to accomplish more work when the federal funding falls short. These partnerships allow all parties to reach a much wider audience with their lead outreach and education efforts, as well as produce a number of lead-safe units in other communities across Cumberland County. This joint effort results from a desire to provide cost-effective, efficient programs to benefit all communities of the region.

The Lead Safe Housing Program is geared to benefit low- and moderate-income families and households. An owner-occupied applicant in the City of Portland must prove that their income is less than 80% of the median area income with a child under six years of age. In order to qualify a rental unit, the building must contain at least 50% of individuals who earn 50% of the area median income. Preference is given to rental units where children reside. Projects outside of the City of Portland will meet HUD income eligibility limits established for Cumberland County.

How are the actions listed above related to the extent of lead poisoning and hazards?

Portland has had a referral process for those children identified with elevated blood lead levels (EBLL) since 1990 when legislation was passed requiring all lead blood tests to be reported to the State of Maine laboratory. The laboratory then reports all EBLL's to the Maine Childhood Lead Poisoning Prevention Program (MCLPPP) and they do an environmental investigation and case management referral to the local public health nurse and community action agency, for lead hazard reduction funding. The City of Portland receives referrals for cases in Portland and a remediation plan is implemented for all income eligible property owners.

Primary prevention measures are a critical focus of Portland's lead hazard reduction efforts. Through education and outreach, we continue to reduce the risk of childhood lead poisoning. Lead notification is given to all property owners, as well as referrals for blood lead testing for children at risk.

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How are the actions listed above integrated into housing policies and procedures?

Integration of lead hazard control policies and procedures are standard practice in all of Portland's housing programs.

SP-70 Anti-Poverty Strategy - 91.415, 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

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SP-80 Monitoring - 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

For CDBG social service programs, our staff ensures compliance on a monthly or quarterly basis through Performance Reporting & Fund Requisitions from each Agency. Staff tracks the units of service, number of clients served, and income level and demographic information of the clients served. Staff also tracks the disbursements & revenues of each agency, ensuring that each agency is using the grant award for the proposed use in the signed contract. In addition, staff conducts on site monitoring roughly half way through the program year to monitor financial, employee, & reporting policies & procedures. On site, monitoring allows staff and sub recipients the opportunity to address any performance measure issues, and create a remediation plan if necessary. On site monitoring is conducted for new grantees annually, and returning grantees bi-annually.

For CDBG development activity projects, federal requirements are included in all contracts. Staff conducts environmental reviews for all projects, and where applicable receives the appropriate approval from the State Historic Preservation Office. Davis Bacon requirements, and Section 3 when applicable, are explained to each sub-recipient and staff presents the information and reporting requirements to contractors and sub-contractors. Before payment is released, each project must submit a request for payment, supporting invoices from subcontractors, and Certified Payroll forms with verified Davis Bacon wage rates. Due to the COVID-19 pandemic, on-site inspections and interviews were suspended for the 2020 program year.

CDBG & HOME housing projects are monitored regularly to ensure that rent levels, income guidelines & occupancy are being met. The City recently established a new Multi-Family Policies & Procedures Manual, which includes a policy for monitoring the operation phase of each project. The policy includes a process for monitoring Owner occupied properties through an annual mailing to ensure occupancy & tenant requirements are being met. On-going monitoring of large multi-family rental projects is critical to the long-term success of the program and insures that projects serve the intended population.

Monitoring allows the City to identify any financial challenges to project success while there is time for constructive intervention. Typically, tenant income certifications are completed in the spring. The City has a standing Memorandum of Agreement with Maine Housing, who will be completing on-site inspections (including inspection of all HOME assisted units as well as common areas & exterior of each property) on behalf of the City of Portland & the Cumberland County Home Consortium. In addition, the City has a Monitoring policy, which includes conducting a yearly desk-monitoring package for all HOME development projects. The program will allow HCD staff to evaluate risk more effectively & schedule on-

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site visits as needed.

Due to the COVID-19 pandemic, the City of Portland and the Cumberland County HOME Consortium, applied for and received several waivers and suspensions of HOME program requirements. These waivers and suspensions were available through September 30, 2021 and included the waiver of the requirement to perform ongoing on-site inspections of HOME-assisted rental housing. Therefore, no on-site property inspections were conducted in program year 2020.

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Public Comment - Resolve 9-21/22: CDBG Sidewalk Shenanigans on East Oxford Street

0 views



George Rheault <george.rheault@gmail.com>

11:58 AM (2 hours ago)

to Public Comment, Dena Libner, Kate Snyder, Pious Ali, April Fournier, Roberto Rodríguez, Anna Trevorow, Victoria Pelletier, Andrew Zarro, Mark Dion, Tae Chong, Danielle West-Chuhta, Christine Grimando, Brendan T O'Connell, Jennifer Thompson, PBPAC@googlegroups.com

Please do not approve and/or fund the East Oxford Street Landscape & Accessibility Improvement Project (see attached application which includes a total budget of \$515,000 - which is funded via \$340,000 of CDBG Funds, \$50,000 ARPA Tree Planting Funds & \$125,000 "other" City funds).

I instead urge you to refer it to the Sustainability & Transportation Committee for review of this entire project (including how it became the sole development application from the City for this CDBG cycle). Once before it, the Committee should explore a project redesign, including value-engineering, and the possibility of redistributing portions of such funds initially designated for this project to other needed priorities (such as sidewalk snow-plows as well as automated speed limit signs and higher-priority tip-down opportunities elsewhere in the City).

Leave it to Jon Jennings and Belinda Ray (and our Mayor) to make Portland feel nauseous about a sidewalk accessibility project. Instead of welcoming improvements to sidewalk tip-downs for 2 intersections, Portland voters must now hold their noses before a fully-politicized CDBG process (effectively a rubber-stamp for the decisions made last year by the outgoing City Manager) and the entire system of political log-rolling that operates behind closed doors regarding the allocation of precious infrastructure dollars in our city.

Our City Council can try to restore public confidence here by asking for some answers to the FOLLOWING QUESTIONS:

1.) How did our city officials, after surveying the VAST need for pedestrian safety improvements across our entire City, end up ONLY recommending spending \$515,000 total for a two-block section in front of an outgoing City Councilor's home (FYI: she was still a sitting City Councilor when the City Manager submitted the project application in November 2021)?

2.) How is it OK to spend \$90,000 in Downtown District TIF funds in EAST BAYSIDE and is there ANY PRECEDENT for the City Council formally voting to take TIF funds from one TIF district to spend in a completely different (and non-TIF) area?

3.) How much money could the City save on this project by substituting concrete for brick as the sidewalk material? The sidewalks here are already CONCRETE and by the DPW's own admission are in generally good condition. The City Council may have to amend the sidewalk materials policy in order to do this. This policy was last visited by the Council in 2016 (which saved developers in West Bayside LOTS OF MONEY by changing brick to concrete which was championed then by Councilor Ray):

<https://www.portlandmaine.gov/DocumentCenter/View/14194/Order--63-1617?bidId=>

4.) Is it unseemly that ONE-FIFTH of the ARPA money set aside for the "Bayside Tree Canopy Project" is being deployed in front of former Councilor Ray's home to provide ten trees? Did Councilor Ray know that this would happen when she aggressively advocated for the Bayside Tree Canopy Project as a last-minute ARPA amendment before the Council the night before the November 2021 election?

[Council Order for FY22 ARPA Appropriation \(portlandmaine.gov\)](#)

Tree Canopy Project Overview: [Tree Canopy - Google Docs](#)

Tree Canopy Project Details: [Tree Canopy Funding - Google Docs](#)

5.) Does it make the Council queasy that such a large (57%) percentage of CDBG development money is going just to THIS project? See chart below for calculations:

	East Oxford St Landscape & Accessibility Improvement Project
<u>Recipient</u>	<u>Purpose</u>
CoP - Planning Dept	CDBG Admin and Planning
CoP - DPW	East Oxford St Landscape & Accessibility Improvement Project
Habitat for Humanity of Greater Portland	Critical Home Repair Program
Trustees of the First Parish Church	Window Restoration
Maine Irish Heritage Center	Bell Tower Restoration
Catherine Morrill Day Nursery	Electrical Improvement Plan
Port Resources	Group Residence New Radiant Base Board Heating System
Coast Enterprise Inc. (CEI)	Portland Microenterprise Assistance Program
	[*] Total CDBG - Develop. + Admin Program Budget
	[*] Total CDBG - Development Program Budget - Excluding CoP
[*] Does not include \$309,215 "contingency set-aside" for overall development budget for FY2023 [FYI: could be	

Thank you for your consideration.



APPLICATION SUMMARY SHEETS

Project Name: East Oxford Street Landscape and Accessibility Improvement Project

Organization: City of Portland, Department of Public Works

CDBG Request: \$340,000

Total Budget: \$515,000

CDBG Budget Percentage: 66%

Staff Comments on Application

- **Application Type:** Construction
- **National Objective:** Low to Moderate Income Area Benefit (LMA)
- **HUD Program Objective:** Creating a Suitable Living Environment
- **Goal and Priority Impact Level:** Neighborhood Investment and Infrastructure – HIGH PRIORITY = 5 points
- **Census Tract:** 5
- **Complete:** No – missing scope of work and estimate
- **Max Collaboration Points:** 15
- **Financial Information:**

History of Funding Applicant (past 5 years)

YEAR	REQUEST	AWARD	PROGRAM	NOTES
21-22	\$300,000	\$267,123	Washington Ave Sidewalk Accessibility Improvement Project	Not started
20-21	\$249,000	\$190,000	Bayside Area Sidewalks	Not started
20-21	\$50,000	\$50,000	Freshman Alley Lighting	Not started
19-20	\$103,000	\$102,869	Kennebec Street Lighting	In construction
19-20	\$320,000	\$312,607	Elm Street Sidewalk	In construction
18-19	\$398,800	\$369,515	Preble Street Sidewalks	Completed
17-18	\$210,000	\$205,352	Oxford St/Bayside Sidewalk Improvement	Combined with ADA Curb Ramp, completed in 2020
17-18	\$250,000	\$0.00	High Street Sidewalk Reconstruction	Not Funded
17-18	\$330,000	\$0.00	Marginal Way Mast Plan	Not Funded

E. CONSTRUCTION SUMMARY, limit 1 page, (This is the only page that goes to Council)

Application Type	☒ Construction Project		
Applicant	Department of Public Works		
Project Name	East Oxford Street Landscape and Accessibility Improvement Project		
Project Address/Location	Oxford Street between Smith Street and Mayo Street		
Funds Requested	\$ 340,000		
Project Summary			
Repurpose underutilized on-street parking space in order to improve accessibility and active transportation in East Bayside. This will be achieved by introducing curb extensions to help achieve ADA compliance, provide space for trees and plantings, provide space for green stormwater elements, and improve the visibility and safety of pedestrians. These improvements are anticipated for East Oxford Street between Mayo Street and Anderson Street. Per the current sidewalk material policy (dated 2016), sidewalk and ramps will be constructed in brick.			
HUD National Objective <i>Refer to Section III.B.1</i>	☐ Prevention of Slum/ Blight ☒ Low/Moderate Income Area		☐ Low/ Moderate Income Clientele ☐ Low/ Moderate Income Housing
Location - For LMA projects <i>Refer to Section II.B.4</i>			
Census Tracts	5		
Service Area Neighborhoods (For LMA Projects)	East Bayside		
Beneficiaries/ Clients Served - <i>Refer to Section II.B.5</i>			
Client Description	LMA: Bayside is one of the most diverse neighborhoods in Portland, with a high percentage of low-to-moderate income individuals and families and a high percentage of minority residents.		
Number of Clients Served	N/A		
Number of LMI Portlanders	N/A		
LMI Portland Percentage	N/A		
Outcomes - <i>Refer to Section II.B.6</i>			
Providing safer pedestrian accessibility and mobility at currently non-ADA compliant intersections that are adjacent to a community aid center, community arts center, as well as increase tree canopy coverage and green storm water infrastructure.			
Budget - <i>Refer to Section II.D</i>			
\$340,000	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$515,000	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
66%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
Leveraged Funds - <i>Refer to Section II.D</i>			
\$ 50,000	Federal	\$ N/A	Other grants
\$ N/A	State	\$ N/A	Endowment
\$ N/A	County	\$ N/A	Private Funds
\$125,000	City (not CDBG)	\$ N/A	Gifts in kind

II. CONSTRUCTION APPLICATION

COMPLETE APPLICATION CHECKLIST

Please submit each section of the application, including this checklist:

- ☒ **A. Construction Cover Page** *limit 1 page*
- ☒ **B. Construction Worksheet** *limit 2 pages*
- ☒ **C. Construction Narrative** *limit 4 pages*
- ☒ **D. Budget: Revenues and Expenditures**, attached separately, *limit 1 page*
- ☒ **E. Construction Summary** *limit 1 page*

[Complete this section in whole; this is the only form forwarded to the City Council]

Required documents for ALL Construction Projects, *applies to non-profit or City applicants:*

- ☒ **Scope of work** provided by city or building professional: engineer, architect, project manager or contractor.
- ☒ **Estimate** provided by city or building professional: engineer, architect, project manager or contractor. *Please note: if the project is over \$2,000 and is not being built with City employees, federal wage rates apply.*
- ☒ **Plans or Pictures** if applicable, black and white, *limit 3 pages total*
For Slum/Blight projects: Blight or decay must be documented and submitted as part of the application (required for SB)
- ☒ **Project Map** of the neighborhood served by this project (LMA only)
- ☒ **Project Timeline** attached separately
- ☒ **Verification of contact with City Historic Preservation Staff**

Supporting documents (subject to scoring)

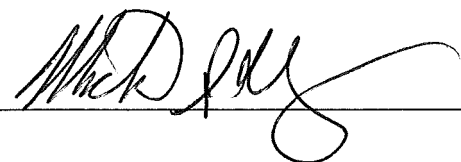
- ☒ **Partnership/Collaboration**, MOU/MOA, Letters of support, outreach. *Limit 8 pages:*

Additional required documents for non-profit organizations:

- ☐ **Verification of 501(c)3 Status**, *limit 1 page*
- ☐ **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- ☐ **Complete list of Board Members**

Signature of the President, CEO or Executive Director

Date



11-22-2021

A. CONSTRUCTION COVER PAGE, limit 1 page

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2022-2023**

Application Type	☒ Construction		
Operating Agency/ Business	City of Portland, Department of Public Works		
Project Name	East Oxford Street Landscape & Accessibility Improvement Project		
Mailing Address	212 Canco Road, Suite B, Portland ME 04103		
Project Address	East Oxford Street between Mayo Street and Smith Street		
Executive Director	Mike Murray, Interim DPW Director	Phone 207-797-4597	Email msm@portlandmaine.gov
Project Director	Emily Bolt	Phone 207-756-8162	Email ebolt@portlandmaine.gov
Financial Contact	Patricia Handrahan	Phone 207-874-8809	Email pmh@portlandmaine.gov
Person who completed the Application	Emily Bolt	Phone 207-756-8162	Email ebolt@portlandmaine.gov
Amount of CDBG Funds Requested	\$340,000	Total Project Budget \$515,000	
DUNS Number	07174802	Tax ID: N/A	

B. CONSTRUCTION WORKSHEET, *limit 2 pages*

1. **HUD National Objective.** Indicate which National Objective this program activity will address, choose one. Refer to National Objective description p. 3 for additional information.

☐ **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) *Slum or blight must be documented & submitted with the application.*

☒ **Low and Moderate Income Area Benefit (LMA):** an activity *which is available to benefit all the residents of an eligible area/census tract*, plus housing authority properties.

If you choose LMA, please provide a map and outline on the map the area that your program serves.

☐ **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Portlanders.

Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*? ☐ No ☐ Yes (please circle appropriate population)

☐ **Low and Moderate Income Housing (LMH)**

2. **HUD Program Objectives.** Indicate which HUD program objective this program will address; choose one:

☒ **Creating a Suitable Living Environment**

☐ **Providing Decent Housing**

☐ **Creating Economic Opportunity**

3. **Primary Goal.** Indicate the primary goal your program or project addresses; choose one. *Refer to the instructions on p. 7-8 for additional information.*

☒ **Neighborhood Investment and Infrastructure:** *Create strong, safe accessible and vibrant neighborhoods*

☐ **Housing Availability:** *Increase housing availability and affordability*

☐ **Economic Opportunity:** *Create economic opportunities to transition people out of poverty*

☐ **Address the Needs of the Growing Homeless Population:** *Prevent and reduce homelessness*

4. **Location.**

A. What census tract is the project located?	A. Tract 5
B. Is the project located in a historic district?	B. No
C. Service Area: What neighborhoods will be served by this project (<i>LMA only</i>)	C. East Bayside

5. **Beneficiaries.** Describe the beneficiaries or clients served by the program.

(LMA answer A only)

A. Describe the beneficiaries or clients served by the program.	A. East Bayside residents, low-moderate income residents, minorities, disabled population. The project is an LMA benefit project which will improve access to jobs, safety of neighborhood, improve access to schools and stimulate additional economic investment in the area.
B. How many persons will be served by the proposed program?	B. N/A
C. How many are <u>residents of Portland</u> ?	C. N/A
D. How many are <u>low to moderate income residents of Portland</u> ? See income data in the instructions	D. N/A
E. What percentage of total clients are low to moderate income residents of Portland? (To calculate = $D/B * 100$; Must be > 51%)	E. N/A

6. **Program Objectives and Outcomes.** Please list below:

Program Objectives	Outcomes/ Community Impact
Creating Suitable Living Environments	Provide safe pedestrian accessibility and mobility in the East Bayside neighborhood, to and from businesses, school, public housing, a community arts center, community gardens and adjacent METRO routes.
Creating Economic Opportunities	Continuation of improvements in East Bayside, including accessibility for all residents and provide improved access to jobs, goods, and services in order to support economic development within the Bayside neighborhood. This project would leverage public investment in order to stimulate further private development including accessibility rehabilitation of existing buildings.

7. **Documentation** (not applicable for LMA)

A. How will the beneficiaries' information be collected and documented?	A. N/A
B. How will the units of service be tracked and documented?	B. N/A
C. How will the outcomes be measured, collected, and documented?	C. N/A

Please limit the Construction Worksheet to 2 (two) Pages.

C. CONSTRUCTION NARRATIVE

In a separate document please answer the following questions; you have ***four*** total single-sided pages. Be as direct and specific as necessary. Please include question headings, but in order to save space please *do not* restate the question in your response.

1. Project Description/Scope of Work

The East Oxford Street Landscape and Accessibility Project will allow the City to address eight sidewalk ramps in the East Bayside neighborhood. The existing sidewalk ramps at the intersections of Oxford Street and Mayo Street, Smith Street and Anderson Street do not comply with the Americans with Disabilities Act (ADA). This project will install and upgrade curb ramps in accordance with the City of Portland's Technical Standards, ADA Regulations and Guidelines, and the City of Portland's Sidewalk Material Policy. Although the adjacent sidewalks to the proposed ramp locations are generally in good condition, the ramps themselves makes this sidewalk inaccessible to some residents. Non-compliant ramps can be a real barrier, resulting in inaccessibility to an otherwise good condition sidewalk and sometimes forcing people to travel in the street instead. The project seeks to not only improve these ramps but greatly enhance these street corners by repurposing underutilized on-street parking with space for new trees, landscaping, green storm water treatments, and enhancing pedestrian safety.

Anecdotal observations indicate that on-street parking on East Oxford Street and parts of Mayo and Smith Streets are not utilized to the fullest extent. Thru the design process, DPW would like to conduct formal parking counts, however early indication is that defining areas closest to the intersections for green space and pedestrian safety would be a notable improvement over unused parking. Census data indicates that in Tract 5, approximately 50% of households own only one car and 25% of households are car-free. These statistics combined with many properties having their own private driveways would help explain low utilization of on-street parking. Several letters of support for this project speak to the benefits that the neighborhood would see if this space were reallocated for a better use.

Bayside and East Bayside have also been identified as neighborhoods with low tree canopy coverage. In an effort to help combat the resulting heat island effect of these kinds of gaps, the City's Parks and Recreation Department will be partnering with the Department of Public Works on this project in an effort to introduce as many new successful trees as is possible. The area circled in blue below highlights the lack of tree coverage on this stretch of East Oxford Street, in relation to adjacent streets and neighborhoods.



Figure 1 - East Bayside Gaps in Tree Coverage

2. Readiness to Proceed and Complete

Once the project is approved for funding, we will prepare contract documents including specifications and bid quantities. The contract for this project will specify that Davis Bacon Highway wage rates for Cumberland County are required. We will plan to advertise for bids once funds are available in July of 2022. The bidding process takes approximately six to eight weeks from advertising to construction readiness, so work could begin in late August or early September 2022. Substantial completions of the project would be expected by mid-November 2022. The Department of Public Works will lead the planning, design, bidding, construction and construction management phases with input from the Planning Department and the Department of Parks and Recreation.

3. Budget Narrative

The budget requested for this project includes the design and construction to upgrade two intersections by adjusting curb lines in order to rebuild sidewalk ramps, sections of poor sidewalk, green stormwater treatments, new planting areas and new trees. Of the requested \$340,000 funds, \$310,000 will be for construction expenses, with the remainder of requested funds going to project design and construction oversight.

4. Leveraged Funds, Financial Need

The requested funding for this project will allow for the project as described. The City of Portland Parks and Recreation Department has agreed to provide and plant trees for this project through the American Rescue Plan Act (ARPA) funds they recently received for the same purpose. Other City Green Stormwater Infrastructure funds will be used to help cover the costs associated with sustainable stormwater treatments at the intersections. Future capital improvement plan-based investments may be undertaken by the City at some point in the future for this project depending on final design, construction costs and the result of the bidding process.

5. Community Need Description

This project is sited within the census tract 5 and Bayside target area, identified as a High Priority for infrastructure improvements for the City. The ramps will be completely redesigned within the project area to provide more consistent and safer pedestrian infrastructure that meets federal ADA requirements. Improved pedestrian infrastructure is always an important key to encouraging safe and

active transportation. The East Bayside community has so many amenities, from community arts, gardens and housing to food centers, education hubs and transit. Connecting these important dots with safer infrastructure only stands to benefit all who live and visit here.

There is also an inadequate amount of tree canopy coverage within this neighborhood, which the City is looking to rectify, this project will increase the amount of trees and green storm water infrastructure; adding plants and greenery to a small area that is really lacking in relation to nearby streets and neighborhoods.

6. Measurable Community Impact

Approximately eight new ramps, ten new trees, six green storm water installations, and associated driveway adjustments, sidewalk spot repairs, new crosswalks, updated signs, and other related outcomes will provide safety and accessibility for not only pedestrians, but for all members of East Bayside. Curb extensions have also been shown to encourage slower traffic which will in turn increase pedestrian comfort. These improvements will also allow for greater tree canopy coverage which will improve quality of life and equity within this neighborhood.

7. Guiding Principles: Please choose one option below: Infrastructure or Non-Profit Rehab

For Infrastructure Projects

- a. Location: The East Bayside neighborhood remains a target area for CDBG investment in FY2022-2023. This project is proposed as an advancement of bringing all sidewalks and pedestrian infrastructure in the City up to City Standards and introducing trees and other plantings where none exist today.
- b. This project is consistent with and strongly advances City projects and goals related to ADA compliance, vibrant neighborhoods, active transportation, connectivity and access to transit, improved streetscapes, greener stormwater methods, and improving safety in neighborhoods for residents and visitors.

8. Experience Providing Service

Portland's Department of Public Works (DPW) directly delivers or manages dozens of construction projects throughout the City that improve public streets and public spaces. The Department has also managed numerous construction projects funded with CDBG funds, including two in 2020 that have recently been completed and one to be advertised in the next month. DPW will develop or oversee project design and contract documents. City construction inspectors will provide construction oversight to verify that our construction standards are followed and to document quantities and appropriate use of funds. This work will take place with input and feedback from Planning and Urban Development staff, who have training and familiarity with urban design and ADA needs, as well as fostering strong urban spaces. Communication with the neighborhood group, the general public, and abutters will be an integral feature of our service.

9. Partnership/Collaboration

The East Oxford Street Landscape and Accessibility Improvement Project was originally proposed by a resident of the East Bayside Neighborhood and discussed with staff from several City departments. The City of Portland Department of Parks and Recreation is partnering in this endeavor in order to increase their canopy coverage surge initiative. Other letters of support are included herein from Cultivating Community, and Portland Housing Authority Commissioner and Executive

Director. The East Bayside Neighborhood Association was engaged prior to this application and has been a strong supporter of similar infrastructure improvements in the past.

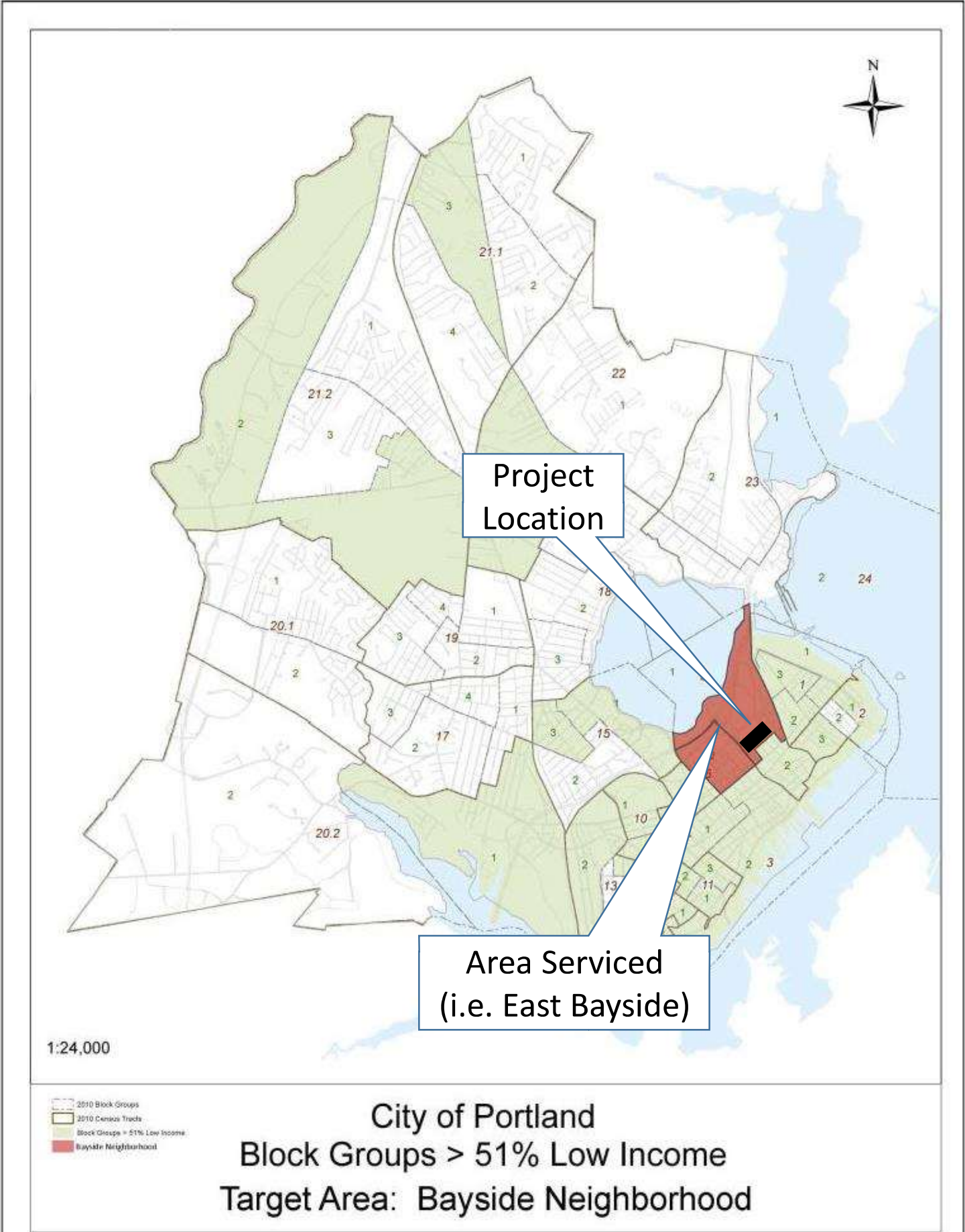
D. BUDGET: REVENUES AND EXPENDITURES, limit 1 page.

Complete separate Excel budget form.

E. CONSTRUCTION SUMMARY, limit 1 page, (This is the only page that goes to Council)

Application Type	☒ Construction Project		
Applicant	Department of Public Works		
Project Name	East Oxford Street Landscape and Accessibility Improvement Project		
Project Address/Location	Oxford Street between Smith Street and Mayo Street		
Funds Requested	\$ 340,000		
Project Summary			
Repurpose underutilized on-street parking space in order to improve accessibility and active transportation in East Bayside. This will be achieved by introducing curb extensions to help achieve ADA compliance, provide space for trees and plantings, provide space for green stormwater elements, and improve the visibility and safety of pedestrians. These improvements are anticipated for East Oxford Street between Mayo Street and Anderson Street. Per the current sidewalk material policy (dated 2016), sidewalk and ramps will be constructed in brick.			
HUD National Objective <i>Refer to Section III.B.1</i>	☐ Prevention of Slum/ Blight		☐ Low/ Moderate Income Clientele
	☒ Low/Moderate Income Area		☐ Low/ Moderate Income Housing
Location - For LMA projects <i>Refer to Section II.B.4</i>			
Census Tracts	5		
Service Area Neighborhoods (For LMA Projects)	East Bayside		
Beneficiaries/ Clients Served - <i>Refer to Section II.B.5</i>			
Client Description	LMA: Bayside is one of the most diverse neighborhoods in Portland, with a high percentage of low-to-moderate income individuals and families and a high percentage of minority residents.		
Number of Clients Served	N/A		
Number of LMI Portlanders	N/A		
LMI Portland Percentage	N/A		
Outcomes - <i>Refer to Section II.B.6</i>			
Providing safer pedestrian accessibility and mobility at currently non-ADA compliant intersections that are adjacent to a community aid center, community arts center, as well as increase tree canopy coverage and green storm water infrastructure.			
Budget - <i>Refer to Section II.D</i>			
\$340,000	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$515,000	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
66%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
Leveraged Funds - <i>Refer to Section II.D</i>			
\$ 50,000	Federal	\$ N/A	Other grants
\$ N/A	State	\$ N/A	Endowment
\$ N/A	County	\$ N/A	Private Funds
\$125,000	City (not CDBG)	\$ N/A	Gifts in kind

Project Location Map





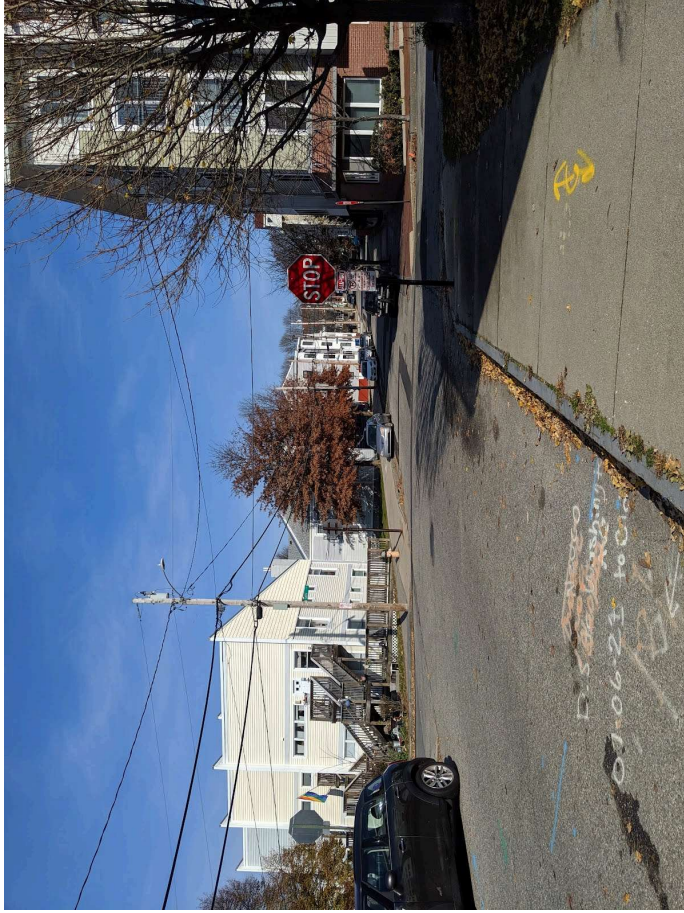
Intersection of Oxford Street and Mayo Street looking west from the south side of the street.



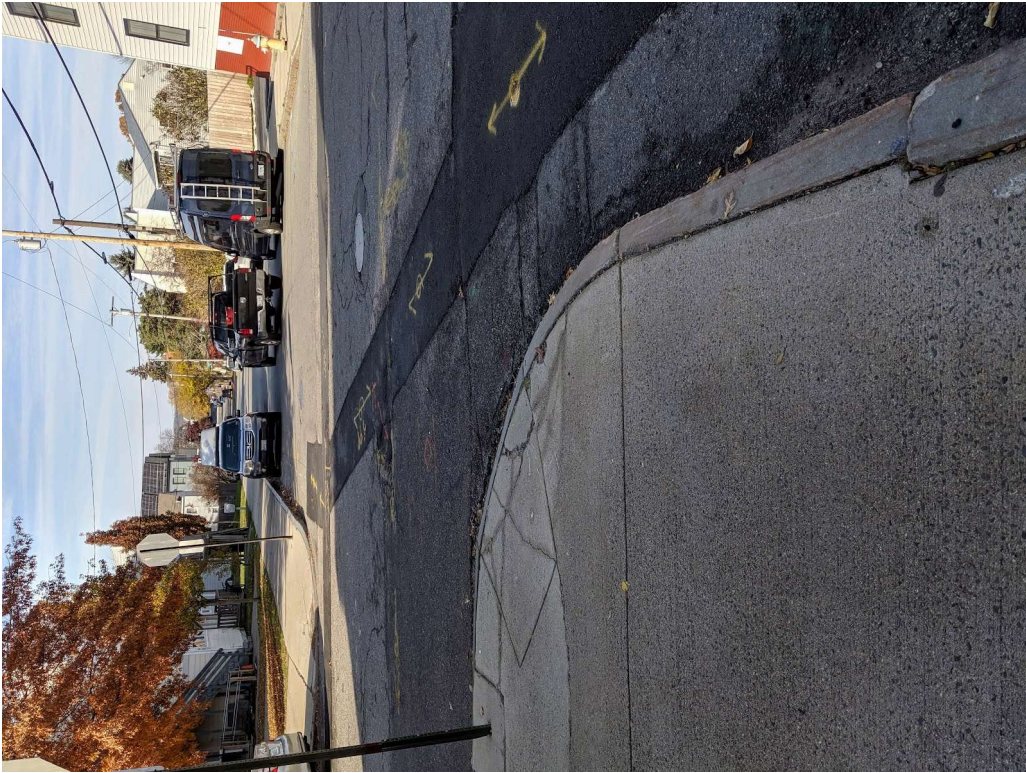
Intersection of Oxford Street and Mayo Street looking northwest from the southeast corner of the intersection.



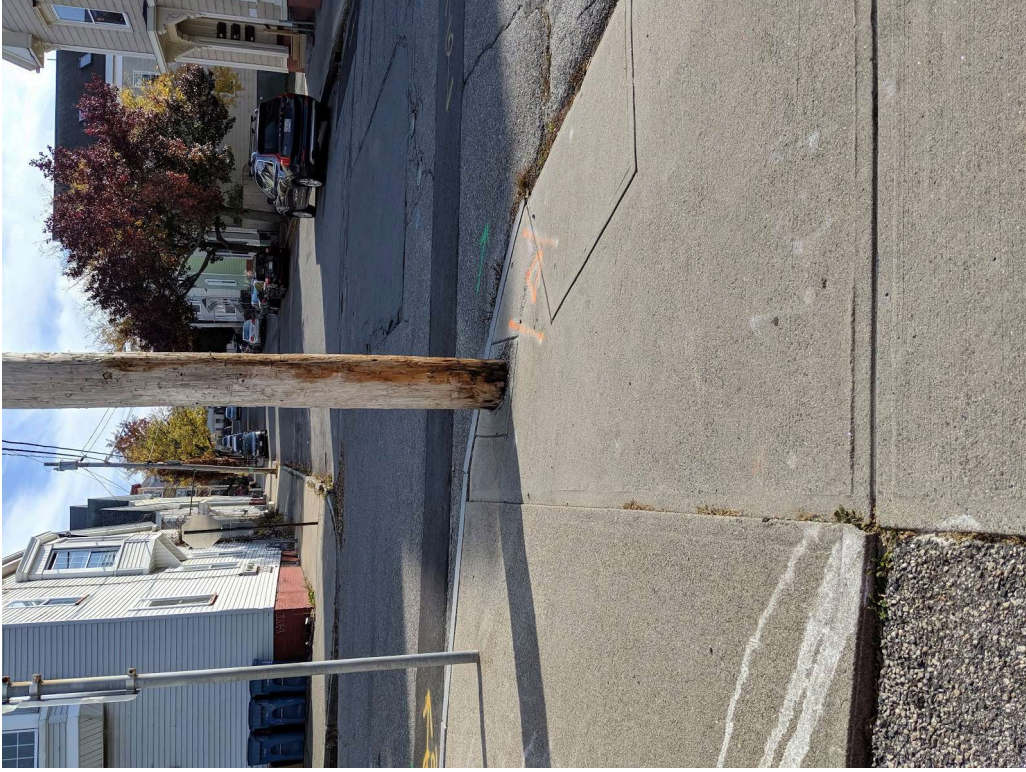
Intersection of Oxford Street and Smith Street looking south from the northwest corner of the intersection.



Intersection of Oxford Street and Smith Street looking south from the northeast corner of the intersection.



Intersection of Oxford Street and Anderson Street looking west from the southeast corner of the intersection.



Intersection of Oxford Street and Anderson Street looking south from the northwest corner of the intersection.

D. BUDGET FORM , limit 1 page

Complete one program budget spreadsheet for each program application.

Feel free to edit categories under Revenues or Expenditures as relevant to your program or project.

PROGRAM OR PROJECT NAME:

East Oxford Street Landscape and Accessibility Improvements

APPLICANT:

City of Portland, Department of Public Works

CDBG Program Year (PY): July 1, 2022- June 30, 2023 *

REVENUES	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request 2022-2023	\$ 340,000.00	\$ 340,000.00
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a. American Rescue Plan Act (ARPA) - Tree Planting	\$ 50,000.00	\$ 50,000.00
b.		
State/ County Funds (please list)		
a.		
b.		
City Funds	\$ 125,000.00	\$ 125,000.00
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services		
TOTAL PROGRAM or PROJECT REVENUE		\$ 515,000.00

EXPENDITURES	Expenditures CDBG	Expenditures All Other Sources	Expenditures TOTAL
Design/ Engineering	\$ 10,000.00		\$ 10,000.00
Materials/Supplies	(included with construction)		
Construction costs	\$ 310,000.00		\$ 310,000.00
Project Management	\$ 10,000.00		\$ 10,000.00
Other, please specify			\$ -
a. Inspection	\$ 10,000.00		\$ 10,000.00
b.			
c.			
d.			
e.			
TOTAL PROGRAM or PROJECT EXPENSES	\$ 340,000.00		\$ 340,000.00

Memorandum
Department of Planning and Development
Historic Preservation Office



To: Kelley Walsh, HCD Program Manager

From: Deb Andrews, Historic Preservation Program Manager

Cc: Emily Bolt, Transportation Project Engineer, DPW
Jennifer Ladd, Senior Transportation Engineer, DPW

Date: November 18, 2021

Re: Department of Public Works' FY'22 CDBG request; Status of
Historic Preservation Review

This is to confirm that Emily Bolt, Transportation Project Engineer for the City of Portland's Department of Public Works, has been in contact with this office regarding a proposal to add curb extensions to the sidewalk ramps at the intersections of Oxford Street and Mayo Street and Oxford Street and Smith Street. It is our understanding that federal CDBG funds are being sought for the project.

The intersections affected by this project are not located within a locally designated historic district. As such, the project does not require review and approval under Portland's historic preservation ordinance.

Project Timeline

If successfully funded, the Oxford Street Sidewalk Ramp Accessibility Improvement project would have the following project timeline:

- Summer 2022: Project advertised for public bid
- Late Summer / Early Fall 2022: Construction begins
- November 2022: Construction complete

Christian MilNeil
Commissioner, Portland Housing Authority
45 Smith St., Portland, Maine 04101

Jennifer Ladd
Senior Transportation Engineer
Engineering Division, Department of Public Works
212 Canco Road
Portland, Maine 04103

Dear Jennifer,

East Bayside is Maine's most racially diverse neighborhood. It's also a neighborhood with a deficit of street trees relative to neighboring districts on Munjoy Hill and the India Street area.

This isn't an accident, or unusual: in cities across the nation, a neighborhood's wealth is strongly correlated with the number of trees it has lining its streets.

This isn't merely an aesthetic problem: as our climate warms, street trees are playing a crucial role in helping inner-city neighborhoods cool off with shade and evapotranspiration: by pulling up groundwater from its roots and evaporating it in the sunlight, a single healthy tree can generate the cooling power of two or more window-mounted air conditioner units.

Asphalt, on the other hand, can reach temperatures in excess of 130 degrees on a sunny summer day and slowly radiates that heat back into the air through sweltering summer nights.

For these reasons, I strongly support the City of Portland's proposal to replace underutilized asphalt on East Bayside's streets with new tree plantings and stormwater treatment gardens.

Reducing the size of roadway pavements and adding more on-street planting areas will also help mitigate traffic speeds, and make the neighborhood's residents safer from reckless drivers.

And it will reduce the city's plowing, sanding, paving, and stormwater treatment expenses, making this a project that could potentially pay for itself in reduced city maintenance costs over the long term.

I appreciate the City of Portland for taking the lead on this initiative. I hope that the CDBG Annual Allocation Committee will agree that this project will make a big difference for the people of East Bayside.

Sincerely,

A handwritten signature in black ink, appearing to read 'C MilNeil', with a stylized, cursive script.

Christian MilNeil
East Bayside resident and Commissioner of the Portland Housing Authority



CITY OF PORTLAND
Parks, Recreation & Facilities Department
Ethan Hipple, Director

CITY OF PORTLAND
Parks, Recreation & Facilities Department
Alex Marshall, Parks Director

To The CDBG Selection Committee,

Pedestrian transportation is an integral part of an urban city like Portland, Maine. Maintaining a high level of safety and accessibility of that system is a top priority for the Public Works Department. Maintaining a healthy, safe and always increasing tree canopy is a top priority for the Parks Department. Therefore, as a representative of the Portland Parks Recreation & Facilities Department, I am honored to provide this letter of support for the Portland Public Works Departments CDBG project proposal and their efforts to improve the pedestrian transportation system and tree canopy in the Bayside Neighborhoods.

The Bayside Neighborhoods currently yield a 3% canopy cover compared to other on-peninsula neighborhoods like the West End which has a 21% canopy cover. This tree equity disparity is a major focus of the cities, in particular, the Parks, Sustainability, Planning and Public Works Departments. This joint effort is essential to achieving our goals in each neighborhood and citywide. The valuable work that the Public Works Department does in reconstructing sidewalks with green infrastructure in canopy deficient neighborhoods and citywide is integral in moving us forward towards a greener and more sustainable city. This particular proposal encompasses a design through curb extensions that will provide viable living conditions for native trees where space is not typically present. The Parks Department will provide the plantings and installation of plantings for this project.

I strongly urge the CDBG Committee to approve the City of Portland Public Works Departments sidewalk reconstruction proposal that will not only improve accessibility at a highly travelled intersection but, it will also add vital green infrastructure that will improve the canopy cover in a neighborhood with the lowest percentage citywide.

Sincerely,

Alex Marshall

Parks Director
Department of Parks, Recreation & Facilities



November 22, 2021

To Whom It May Concern:

I am writing to express Cultivating Community's support of the City of Portland's application for CDBG funds to improve intersections along Oxford Street between Washington Avenue & Boyd Street to make them ADA-compliant, safer, and to add street trees and landscaping.

Cultivating Community's offices and the Boyd Street Garden is situated at the western end of Oxford Street as is one of our community garden locations. Residents utilize these community gardens in two ways:

- by renting individual community garden plots on a sliding fee scale - 30 gardeners and their families
- by harvesting fruits and vegetables from our open harvest area - this area includes an orchard, berry plants and a large youth garden which is planted and maintained by high school students who are part of our Youth Growers program.

A majority of people arrive on foot and some on bicycle. A significant number are elderly & would benefit greatly from the area being more ADA compliant. Additionally, our Youth Growers (12 - 20 students per session) typically walk from the high school to the gardens and then walk to their homes, many in the bayside neighborhood.

I'd be more than happy to answer any questions about how this project would enhance our mission to increase food access to immigrants and other low-income residents of Portland. I hope you, your team of peer reviewers, and your staff will give this proposal your positive consideration.

Sincerely,

Brenda Peluso
Interim Co-Director
207.232.1439

Commissioners

Kristin Blum, Chair
Monique Mutumwinka, Vice Chair
Luisa Deprez, Commissioner
Christian MilNeil, Commissioner
Robyn Tucker, Commissioner
Shirley Peterson, Commissioner
Thomas Valleau, Commissioner

**Cheryl A. Sessions**

Executive Director

14 Baxter Blvd.
Portland, Maine 04101
Office: 207-773-4753
Fax: 207-761-5886
www.porthouse.org

November 15, 2010

Emily Bolt
Transportation Project Engineer
Portland Department of Public Works
212 Canco Road
Portland, Maine 04103

Dear Ms. Bolt,

PHA is happy to provide you with this letter in support of your project to the City of Portland for Community Development Block Grant (CDBG) funding of the City's upgrades to Oxford, Mayo and Anderson Streets with curb and corner extensions. The PHA feels that, in addition to assisting our residents in crossing the street, additional benefits will include:

- Repurposing underutilized on-street parking spaces for landscaping, trees, stormwater treatment and active transportation uses
- Bringing curb ramps into usable and ADA-compliant condition
- Improved walking conditions through sidewalk reconstruction
- Introducing landscaped areas into excessively wide concrete sidewalks
- Introducing low-impact-design and green stormwater elements to help treat stormwater runoff before it enters the City's treatment network.
- Traffic calming for the neighborhood by redesigning curb lines at intersections to lower speeds and improve pedestrian safety
- Introducing trees where there are currently none in order to provide more tree canopy cover and help diminish the heat island effect in this area of Bayside

PHA sees these enhancements as essential to the restoration of the neighborhood and fit firmly within it's long-term plans for our properties in the area.

Sincerely,



Cheryl A. Sessions
Executive Director

Public comment for City Council meeting Resolve 9-21/22

Public Comment inbox



Karen Peters <catherinemorrill.director@gmail.com>
to publiccomment

10:42 AM (7 minutes ago)

Good morning,

Please see the attached public comment regarding the CDBG allocations. I'm also putting in the body of this email

All the best,
Karen

Good evening, Mayor Snyder, Interim City Manager West, and City Councilors,

My name is Karen Peters. I am the Executive Director of Catherine Morrill Day Nursery at 96 Danforth Street, Portland, ME 04101. I am writing today regarding the CDBG Allocation Committee and City Manager's recommendations for the CDBG Social Services Funding Resolve 9-21/22 on behalf of the Portland CDBG Child Care Voucher Collaborative (PCCCVC).

This Collaborative is a long-standing collaboration with four high quality childcare programs: Youth & Family Outreach, St. Elizabeth's Child Development Center, The Opportunity Alliance, and Catherine Morrill Day Nursery as the lead agency for the PCCCVC. Our collective goal is to provide affordable childcare through the CDBG emergency funding to eligible families by removing cost as a barrier for LMI Portland families with young children so that they can work. Our collaborative is the only program in Portland that provides child care assistance to LMI families while they are waiting for a state voucher or that serves families who are not eligible for other financial support. Parents need to be currently working or attending school to qualify for the Maine's Child Care Subsidy Program, but parents can't seek or accept employment if they don't have child care assistance. High risk families are often denied access to childcare subsidies because of their lack of eligibility due to homelessness, status as New Mainers, or needing to participate in substance use treatment or mental health services, which are ineligible activities. Through our PCCCVC program, LMI parents are provided with reduced fee childcare (\$30-\$34 per week) so that they can work, attend school or much needed services.

The pandemic has caused many childcare programs to close, exasperating the already challenging task of finding quality, affordable childcare with available openings. Without this funding, families will lose their childcare spot and likely not be able to find childcare elsewhere when their subsidy is approved. Not all childcare programs accept subsidies, which makes this even more challenging.

This emergency funding that the PCCCVC provides is vital to supporting LMI Portland families, children, and their ability to be contributing members of our community.

We understand the difficult decisions that need to be made when there are many programs in need of the CDBG funding to support Portland's residents. We appreciate and thank you for supporting City Manager West's recommendation of fully funding the PCCCVC.

Thank you for your time and consideration.

Sincerely,

Karen Peters

--

Karen Peters
Executive Director



96 Danforth Street
Portland, ME 04101
207-874-1115

www.catherinemorrill.org

"The Mission of Catherine Morrill Day Nursery is to promote the young child's total development within a safe and nurturing environment and to support families and community"

Good evening, Mayor Snyder, Interim City Manager West, and City Councilors,

My name is Karen Peters. I am the Executive Director of Catherine Morrill Day Nursery at 96 Danforth Street, Portland, ME 04101. I am writing today regarding the CDBG Allocation Committee and City Manager's recommendations for the CDBG Social Services Funding Resolve 9-21/22 on behalf of the Portland CDBG Child Care Voucher Collaborative (PCCCVC).

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We understand the difficult decisions that need to be made when there are many programs in need of the CDBG funding to support Portland's residents. We appreciate and thank you for supporting City Manager West's recommendation of fully funding the PCCCVC.

Thank you for your time.

Sincerely,

Karen Peters



April 11, 2022

Commenter's Name/title: Stu Simon, Director of Development, Port Resources

Legal Address: Port Resources, 280-B Gannett Drive, South Portland, ME 04106

Reference: 9-21/22

Project Name: Group Residence Radiant Baseboard Heating System

Dear Portland City Council Members,

Good evening. My name is Stu Simon. I'm the Director of Development for Port Resources. I would like ask that the City Council pass the City Manager's recommendation to fund our CDBG project. We are requesting \$32,000 for a group residence radiant baseboard heating system.

Port Resources is an organization that supports individuals with developmental disabilities and mental health challenges. We provide residential opportunities, outpatient counseling, elder care and day programs to over 400 clients annually.

One of our primary services is providing residential opportunities for the people we serve. Port is requesting funding for our group residence located on Congress Street.

Currently, the building that includes 6 bedrooms and common living areas is heated by an antiquated gas fired steam boiler/radiator system. The boiler is over 30 years-old and the radiators are the originals from when the building was built over 70 years ago. Steam heating has not been a standard in the heating industry for many decades. Regularly the boiler requires repairs as does steam piping that springs leaks. This grant would fund the installation of a radiant base board hot water loop heating system to replace the current steam heating system.

The current system has an adverse effect on the 13 residents living in the building. No two rooms are alike in terms of temperature control during the cold winter months. Some rooms are too warm and others not warm enough. These factors affect our clients negatively. **(OVER)**

280 B Gannett Drive
South Portland, ME 04106
Toll Free 888.690.0048
Ph: 207.828.0048
Fax: 207-772.3743
www.portresources.org



All the residents of this location are on the autism spectrum. Consistency is a key factor in maintaining successful daily routines. The physical discomfort they encounter due to the uneven heating in the building creates dysregulated behaviors that disrupt daily routines.

We seek financial assistance because these infrastructure needs are not funded by the State of Maine. Even though the state does mandate that agencies supporting those with special needs provide an environment that is devoid of institutional elements.

It is programs like CDBG that provide us the opportunity to make our houses comfortable homes for an extremely vulnerable and underserved population in the city of Portland. We are committed to providing outstanding services to support our mission to enhance the lives of people with developmental disabilities and mental health challenges to live meaningful and fulfilled lives in their communities.

Not only will this project benefit the existing residents, but also many more residents for decades to come. Thank you for your time and this opportunity to speak.

Sincerely,

Stu Simon, Director of Development

280 B Gannett Drive
South Portland, ME 04106
Toll Free 888.690.0048
Ph: 207.828.0048
Fax: 207-772.3743
www.portresources.org

Port Resources written public comment 0 views



Simon, Stuart <ssimon@portresources.org>
to publiccomment@portlandmaine.gov, Mary Davis

10:03 AM (4 hours ago)

Dear City Council Members,

Attached is a written public comment document for today's public hearing.

Commenter's Name/title: Stu Simon, Director of Development, Port Resources

Legal Address: Port Resources, 280-B Gannett Drive, South Portland, ME 04106

Reference: 9-21/22

Project Name: Group Residence Radiant Baseboard Heating System

Thank you for your consideration.

Stu Simon, Director of Development

Port Resources

280-B Gannett Drive

South Portland, ME 04106

[207-828-0048](tel:207-828-0048)

www.portresources.org

Resolve 9-21/22 0 views



Tara Hill <tara@habitatme.org>
to publiccomment@portlandmaine.gov

Apr 8, 2022, 2:51:29 PM (2 days ago)

Hello,

I am submitting comments for the City Council meeting on April 11, 2022 regarding CDBG funding for Habitat for Humanity of Greater Portland.

Thank you for your consideration,

Tara

Tara M. Hill

Executive Director

Habitat for Humanity of Greater Portland

659 Warren Avenue

Portland, ME 04103

[207-772-2151](tel:207-772-2151)



Tara Hill, Executive Director
Habitat for Humanity of Greater Portland
659 Warren Ave
Portland, ME 04103

Comments regarding Resolve 9-21/22

Our Critical Home Repair program serves low-income residents (below 80% AMI) who own their own homes but don't have the resources to make necessary health and safety repairs. Examples of this work include but are not limited to: roof replacement or patching, accessibility modifications (wheelchair ramps, grab bars, etc.), structural fixes, and repairs to unsafe mechanical systems (electrical, heating, plumbing, etc.).

From our launch in December 2019, we saw immediate interest from residents in need that has not abated. The pandemic only increased the demand for services. According to the Maine Office of the State Economist's report "Maine's Economy during COVID-19: 2020 Year in Review," the pandemic disproportionately impacted low-income residents, forcing them to prioritize food, medical, and mortgage expenses over needed repairs. To compound matters, the National Association of Home Builders states that since April 2020, lumber prices have spiked 108%, and contractors are booked out months in advance. In addition, seniors are more likely to be living on fixed incomes, making unforeseen home repairs difficult to manage on their already strapped budgets.

Given the fact that we have not marketed the program publicly, it is clear that there is a high demand for these services. We have the infrastructure in place, and we are hiring additional staff to meet that demand, but funding will be a limiting factor. We have received an annual Cumberland County CDBG grant of \$90,000, but that does not cover any work in Portland. We try to accommodate city residents, but we are limited to small jobs. Larger repairs such as roof replacements and mechanical systems can't be addressed with our current resources. The funds from Portland's CDBG program would enable us to help families in deeper need who could never afford the health and safety repairs that their homes require. While \$15,000 will not serve all the households who require repairs, it will start the process and will serve as an opportunity to test the need and prove our capability to meet that need.

Thank you for your consideration of our request. We look forward to hearing from you soon.

Written Public Comment Resolve 9-21/22 0 views



Rebecca H <rebeccah@throughthesedoors.o...
to publiccomment@portlandmaine.gov

Apr 8, 2022, 4:42:28 PM (2 days ago)

Thank you for accepting my written public comment, attached, for the City of Portland's Special City Council meeting on Monday, April 11, 2022.

The agenda item is under Resolutions: Resolve 9-21/22 Adopting the 2022-2026 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan including Appropriations for Community Development Block Grant Program, HOME Program, and Emergency Solutions Grant Program and Approving a Substantial Amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan and Certifications Pertaining Thereto - Sponsored by Danielle P. West, Interim City Manager

If possible, I would appreciate a response that my comments have been received by you.

Thank-you.



Rebecca Hobbs

Executive Director

she/her/hers

P: 207.767.4952 ext. 102 / M: 207.356.1879

24-hour Helpline: 1.800.537.6066

www.throughthesedoors.org



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P.O. Box 704
Portland, ME 04104
Phone: (207) 767-4952
Fax: (207) 767-8109
Email: info@throughthesedoors.org
www.throughthesedoors.org

Written Public Comment – April 11, 2022

City of Portland CDBG Program Year 2022 – 2023 Resolve 9-21/22

Through These Doors was pleased to have been strongly encouraged to write our first non-COVID application to the City of Portland for CDBG funds. TTDs proposed project is designed to foster innovative and creative programs that address the critical issues facing the City of Portland, applying seed money to start this innovative program.

As Cumberland County's only domestic violence center, TTD is uniquely qualified to provide the Community-Based Domestic Violence Services for the Bayside Neighborhood that we are proposing.

Our services will be to provide safety planning and advocacy to victims and survivors of domestic abuse residing in Portland; collaborate with Bayside Anchor and East Bayside Community Policing to improve access to services for survivors of abuse; and support survivors in connecting to mainstream resources.

On a local, statewide, and national level, we know that the two things that people who have been victimized report as having improved their safety are 1) having consistent and on-going support, and 2) knowing more about and having access to other community resources. This project provides both and will certainly enhance the safety of individual people living in fear of their partner or former partner. Also, anything that improves the safety of individual victims also enhances the safety of all in the community. Domestic violence does stay within the confines of the relationship: people who perpetrate abuse often spread fear to others in the family, the neighborhood, and the workplace; cause ruptures in relationships; affect the way systems such as healthcare can respond; and have strong economic impacts. Domestic violence is a leading cause of homelessness, especially for women; national statistics show that domestic violence is the immediate cause of homelessness for approximately half of homeless women. These national statistics show that over 90% of homeless women experience severe sexual and or domestic violence at some point in their lives; 63% have

Through These Doors is supported by the Maine Department of Health & Human Services, MaineHousing, Cumberland County, local United Ways, and your generous donations.



P.O. Box 704
Portland, ME 04104
Phone: (207) 767-4952
Fax: (207) 767-8109
Email: info@throughthesedoors.org
www.throughthesedoors.org

been victimized by an intimate partner as adults. This project will work to reduce and prevent homelessness. And as it is embedded in the community, it will have ripple effects far from the people who are individually victimized.

Through These Doors has specialized advocates for people in later life (seniors); for immigrants; refugees, and asylum seekers; and non-offending parents in the DHHS CPS system. The advocacy position created by this grant will be a bridge to other TTD services such as those specialized advocates, to our 24-hour helpline, support and education groups, legal advocates, and our full-range of housing specialists who work within our residential services program, making the impact of this grant which funds one position only, much more extensive and wide-ranging.

We have found that all of our advocate positions benefit from having a modest pool of funds to share on an individual, as-needed basis, to address practical needs of the moment. This application includes funding for individual support to meet basic needs of food and transportation; to help reduce the isolation that most victims of abuse suffer by providing access to phone minutes; and, to reduce homelessness, to assist in short term ways with rental application fees and utilities to get started in a new place or keep their current home. This new advocate position would also require a laptop and mobile phone to function on the job.

As a nonprofit organization that has been in existence since 1977, providing the full array of services to people experiencing domestic abuse, also engaging in efforts to prevent and end domestic violence and having financial and administrative systems to easily manage, track, and report on these CDBG funds, we are prepared to start this project immediately upon approval.

Rebecca Hobbs, Executive Director
Resident of Portland (1251 Congress Street, #203)

MAINE IRISH

HERITAGE CENTER

March 21, 2022

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Mary E. McAleney

The Honorable Kate Snyder
Mayor of the City of Portland
389 Congress Street
Portland, ME 04101

Dear Mayor Snyder:

The Maine Irish Heritage Center wishes to thank the CDBG Allocation Committee for supporting our development activity request for the 2022 – 2023 program year. We are also grateful to you, the City Council, and Interim City Manager Danielle West for your consideration of our proposal to help fund our Bell Tower Restoration Project.

We would also like to thank Kelley Walsh, HCD Program Manager, Housing & Community Development Division whose support and guidance has been invaluable to us over the past few years, along with Mary Davis and her entire team at the Housing and Economic Development Department.

Phase one of the Maine Irish Heritage Center's Bell Tower Restoration Project seeks to address structural damage identified on the former St. Dominic's Church iconic bell tower – instantly identifiable as a key feature of Portland's skyline. For well over a century, it has been a beacon welcoming immigrants and inviting diverse communities to share their cultural experiences. This project will ensure that this cherished architectural feature is saved and allow us to continue our critical cultural mission, provide a safe space for community events and preserve this remarkable historic landmark.

The first phase of the Bell Tower Restoration Project addresses an immediate need to repair structural damage and cracked masonry identified on the southeast corner of the tower. Age-related wear and harsh weather have caused displaced, loose, and bulging masonry, elevating this project to priority status. There is recent visual evidence of the worsening condition of this section of the tower, so we have explored every possible avenue to complete this project as soon as possible.

THE HUB OF ALL THINGS IRISH IN MAINE

The Honorable Kate Snyder
March 21, 2022
Page 2

This project will provide safer and more secure access to the Center and supports the City's goal of preventing and eliminating conditions that are detrimental to public health, safety, or welfare. This project also supports the goal of creating strong, safe, accessible, and vibrant neighborhoods through infrastructure improvements, while encouraging a sense of inclusiveness, safety, and security within individual neighborhoods.

With the support of the CDBG program, we will reach the threshold required to begin this critical project during this calendar year. Additional funders of this project include the Davis Family Foundation, Central Maine Power Foundation, and the Alfond Foundation. We are also very proud to have the ongoing support of the Government of Ireland's Emigrant Support Programme. The Irish Government's steadfast support over the years has helped us with both operational and capital funding and an additional request of \$20,000 to support the Bell Tower project is currently pending. The MIHC will complete the required financing package by using funds in our building restoration fund and through a dedicated appeal to our long-time, loyal supporters.

Our partnership with the City of Portland stretches back to 2001 when a passionate group of volunteers worked tirelessly to develop a proposal to preserve this magnificent landmark and retain it as a community center. The transformation of the former St. Dominic's Church into a vibrant community center is a stabilizing force for the neighborhood, preserving its historic character while creating a gathering place for all local residents, regardless of income or background, to enjoy. We embrace our role as a cultural and community center that provides a place for Maine's diverse communities to share their cultural experiences and actively seek opportunities to foster diversity, inclusion, and cross-cultural exchange.

The Board and friends of the Irish throughout Maine are grateful for the longstanding support the City of Portland has shown the MIHC since Mayor Jim Cloutier presented the keys to the building to our founder Jim Walsh in January of 2003. We thank you for your vital support throughout the years.

More recently, we've been the proud recipients of CDBG funds supporting a 2012 project to improve handicapped accessibility, including the installation of an elevator lift, and a ramp to the library; the 2021 restoration of the granite stairway system and this year's project to complete the final piece of our internal accessibility initiatives.

As an organization, we've made enormous progress over the years. We'd like to extend an invitation to you, the City Councilors and City staff members to come for a visit. You'll see that the doors to our grand entrance on Gray Street have recently been restored to their formal glory thanks to a grant from the Irish Government. We'd love to have you enter through those beautiful new doors to learn what else we've been working on.

The Honorable Kate Snyder
March 21, 2022
Page 3

And of course, we extend a warm Irish welcome to members of the community as a gathering place. We are always ready to help support your needs when hosting community meetings. Please feel free to contact us should you ever have the need.

Sincerely,

A handwritten signature in black ink that reads "Robert Kearney". The signature is written in a cursive style with a large, stylized "R" and "K".

Robert Kearney
Board Chair

City Council Meeting: 3/21/2022 0 views



Ann O'Hagan

9:10 AM

to publiccomment@portlandmaine.gov, mcaleney@gmail.com, Bob Kearney

RE: Resolve 9-21/22 Adopting the 2022-2026 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan including Appropriations for Community Development Block Grant Program.

Please find attached a letter submitting the written comments of the Maine Irish Heritage Center. We appreciate the opportunity to provide our input supporting the Interim City Manager's recommendations.

Kind regards,
Ann O'Hagan
MIHC Board Secretary

The Maine Irish Heritage Center
P.O. Box 7588
Portland, ME 04112

Resolve # 9-21/22. CDBG 0 views



Admin
to publiccomment@portlandmaine.gov, lindashary3@gmail.com

Mar 19

To Portland City Council members,

I am writing to ask that you please support the funding of Building Restorations in the amount of \$78,000.00 at the First Parish Church, 425 Congress St., Portland.

There are a number of exterior windows facing onto Freshman Alley that are in serious disrepair and one that is totally missing altogether and needs to be replaced. As First Parish is a designated Historical Building all restoration of these windows must follow Historic Commission guidelines which add significant cost to the project.

The restoration of these windows will greatly improve energy conservation. They will reduce the current amount of blight presently found as one walks down Freshman Alley. A large number of Portland High school students use this alley daily as do a number of AA participants and others.

Restoring these windows to an operational level means much better air flow and improved lighting for the large meeting room they are located in. The room is used for monthly community dinners, (pre Covid) memorial services and public service interest groups.

I hope you can support the figures shown so we can bring our building facilities back to like new conditions to better serve the immediate community we have been a part of since 1824.

Thank you for considering my request.

Chris Beasley
Buildings and Grounds Committee
First Parish Church
425 Congress St.
Portland, ME

Comment on Resolution 9-21/22 Community Development Block Grants

0 views



Ted Oldham

to publiccomment@portlandmaine.gov

Mar 20

Please include this comment in the Council agenda packet for Order number 9-21/22 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan including Appropriations for Community Development Block Grant Program, etc.

Thank you for your assistance,

Ted and Sally Oldham
118 Congress Street
Portland, Maine

Dear Members of the City Council,

We are writing to urge you to approve the First Parish in Portland CDBG submission. The iconic First Parish buildings have served the community well through a multitude of activities for Portland's citizens including spiritual, political, educational, musical performance, community celebrations and social gatherings for almost 200 years.

The Meeting House, completed in 1826, was one of the few central downtown buildings to survive the Great Fire of 1866, thanks to its granite construction and slate roof. While recent projects solved challenges regarding the building's physical and virtual accessibility, important work remains to be done to address additional issues with regard to environmental, health, security and energy usage.

The highest priority project to address the above issues, is to restore the seven monumental windows of the Meeting House. These windows are of heroic size, are original and have never been thoroughly rehabilitated. Currently they don't open and are in need of complete restoration. Lead paint and putty must be removed, all hardware and sash balancing systems require renewal and storm/screen windows need to be added. The Belvedere Fund has provided funds to restore one of the seven windows. First Parish's Trustees are funding a second window restoration. These CDBG funds will be used to restore the remaining three windows of the Meeting House sanctuary. Two foyer windows will still need to be restored. This work is being undertaken by local, skilled craftspersons.

First Parish's recent building projects have been carried out in cooperation with the City of Portland, reflecting the buildings' close proximity to Portland High School and its key location and role in the City. We urge you to approve the allocation of CDBG funds to the First Parish Trustees as recommended by both the CDBG Ranking Committee and the Interim City Manager.

Sincerely,

Ted and Sally Oldham
118 Congress Street
Portland, ME

Linda Shary <lindashary3@gmail.com>
to publiccomment@portlandmaine.gov

Apr 7, 2022, 2:26:46 PM (21 hours ago)

Please include the following comments to the Council for Order Number 9-21/22 Five-Year Consolidated Plan and FY 2022-23 Annual Action Plan including Appropriations for CDBG program.

I am asking Council members to support the current CDBG recommendations/allocation for First Parish Portland's window restorations. The restoration of these windows is long overdue and the loss of heat/energy, increased deterioration, and visible blight will only continue if restoration is not completed. With climate change, the energy efficiency added when this project is completed will compliment the safety within the structure post-COVID.

First Parish has worked with the City, Portland High School, and many others to enhance the area of Congress Street area where First Parish shares stewardship for cultural and historical preservation in the heart of our City. The church structure and facilities serve so much more than its congregants.

I thank you for your service in these challenging times and encourage your support of these CDBG funds at this critical time.

Sincerely,

Linda Shary, Trustee
138 Frances Street
Portland, ME 04102

Begin forwarded message:

Dear Members of the City Council,

We are writing to urge you to approve the First Parish in Portland CDBG submission. The iconic First Parish buildings have served the community well through a multitude of activities for Portland's citizens including spiritual, political, educational, musical performance, community celebrations and social gatherings for almost 200 years.

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Sincerely,

Ted and Sally Oldham
118 Congress Street
Portland, ME

MAINE IRISH

HERITAGE CENTER

March 21, 2022

BOARD OF DIRECTORS

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Jean Haney

Janine Manning

Brian McCambridge

Benjamin Thomas Collings

REGISTERED AGENT

Michael J. Quinlan

EXECUTIVE DIRECTOR

Mary E. McAleney

The Honorable Kate Snyder
Mayor of the City of Portland
389 Congress Street
Portland, ME 04101

Dear Mayor Snyder:

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We would also like to thank Kelley Walsh, HCD Program Manager, Housing & Community Development Division whose support and guidance has been invaluable to us over the past few years, along with Mary Davis and her entire team at the Housing and Economic Development Department.

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THE HUB OF ALL THINGS IRISH IN MAINE

The Honorable Kate Snyder
March 21, 2022
Page 2

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The Honorable Kate Snyder
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Sincerely,

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Robert Kearney
Board Chair

City Council Meeting: 3/21/2022 0 views



Ann O'Hagan

9:10 AM

to publiccomment@portlandmaine.gov, mcaleney@gmail.com, Bob Kearney

RE: Resolve 9-21/22 Adopting the 2022-2026 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan including Appropriations for Community Development Block Grant Program.

Please find attached a letter submitting the written comments of the Maine Irish Heritage Center. We appreciate the opportunity to provide our input supporting the Interim City Manager's recommendations.

Kind regards,
Ann O'Hagan
MIHC Board Secretary

The Maine Irish Heritage Center
P.O. Box 7588
Portland, ME 04112

Resolve # 9-21/22. CDBG 0 views



Admin
to publiccomment@portlandmaine.gov, lindashary3@gmail.com

Mar 19

To Portland City Council members,

I am writing to ask that you please support the funding of Building Restorations in the amount of \$78,000.00 at the First Parish Church, 425 Congress St., Portland.

There are a number of exterior windows facing onto Freshman Alley that are in serious disrepair and one that is totally missing altogether and needs to be replaced. As First Parish is a designated Historical Building all restoration of these windows must follow Historic Commission guidelines which add significant cost to the project.

The restoration of these windows will greatly improve energy conservation. They will reduce the current amount of blight presently found as one walks down Freshman Alley. A large number of Portland High school students use this alley daily as do a number of AA participants and others.

Restoring these windows to an operational level means much better air flow and improved lighting for the large meeting room they are located in. The room is used for monthly community dinners, (pre Covid) memorial services and public service interest groups.

I hope you can support the figures shown so we can bring our building facilities back to like new conditions to better serve the immediate community we have been a part of since 1824.

Thank you for considering my request.

Chris Beasley
Buildings and Grounds Committee
First Parish Church
425 Congress St.
Portland, ME

Comment on Resolution 9-21/22 Community Development Block Grants

0 views



Ted Oldham

to publiccomment@portlandmaine.gov

Mar 20

Please include this comment in the Council agenda packet for Order number 9-21/22 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan including Appropriations for Community Development Block Grant Program, etc.

Thank you for your assistance,

Ted and Sally Oldham
118 Congress Street
Portland, Maine

Dear Members of the City Council,

We are writing to urge you to approve the First Parish in Portland CDBG submission. The iconic First Parish buildings have served the community well through a multitude of activities for Portland's citizens including spiritual, political, educational, musical performance, community celebrations and social gatherings for almost 200 years.

The Meeting House, completed in 1826, was one of the few central downtown buildings to survive the Great Fire of 1866, thanks to its granite construction and slate roof. While recent projects solved challenges regarding the building's physical and virtual accessibility, important work remains to be done to address additional issues with regard to environmental, health, security and energy usage.

The highest priority project to address the above issues, is to restore the seven monumental windows of the Meeting House. These windows are of heroic size, are original and have never been thoroughly rehabilitated. Currently they don't open and are in need of complete restoration. Lead paint and putty must be removed, all hardware and sash balancing systems require renewal and storm/screen windows need to be added. The Belvedere Fund has provided funds to restore one of the seven windows. First Parish's Trustees are funding a second window restoration. These CDBG funds will be used to restore the remaining three windows of the Meeting House sanctuary. Two foyer windows will still need to be restored. This work is being undertaken by local, skilled craftspersons.

First Parish's recent building projects have been carried out in cooperation with the City of Portland, reflecting the buildings' close proximity to Portland High School and its key location and role in the City. We urge you to approve the allocation of CDBG funds to the First Parish Trustees as recommended by both the CDBG Ranking Committee and the Interim City Manager.

Sincerely,

Ted and Sally Oldham
118 Congress Street
Portland, ME

Linda Shary <lindashary3@gmail.com>
to publiccomment@portlandmaine.gov

Apr 7, 2022, 2:26:46 PM (21 hours ago)

Please include the following comments to the Council for Order Number 9-21/22 Five-Year Consolidated Plan and FY 2022-23 Annual Action Plan including Appropriations for CDBG program.

I am asking Council members to support the current CDBG recommendations/allocation for First Parish Portland's window restorations. The restoration of these windows is long overdue and the loss of heat/energy, increased deterioration, and visible blight will only continue if restoration is not completed. With climate change, the energy efficiency added when this project is completed will compliment the safety within the structure post-COVID.

First Parish has worked with the City, Portland High School, and many others to enhance the area of Congress Street area where First Parish shares stewardship for cultural and historical preservation in the heart of our City. The church structure and facilities serve so much more than its congregants.

I thank you for your service in these challenging times and encourage your support of these CDBG funds at this critical time.

Sincerely,

Linda Shary, Trustee
138 Frances Street
Portland, ME 04102

Begin forwarded message:

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Sincerely,

Ted and Sally Oldham
118 Congress Street
Portland, ME

MAINE IRISH

HERITAGE CENTER

March 21, 2022

BOARD OF DIRECTORS

Robert (Bob) Kearney
Chair

Lois Galgay Reckitt
Vice Chair

Hugh O'Shea
Treasurer

Ann L. O'Hagan
Secretary

Mark Hutchins

James A. McClay

Janmarie Toker

Mary A. Burke

Jean Haney

Janine Manning

Brian McCambridge

Benjamin Thomas Collings

REGISTERED AGENT

Michael J. Quinlan

EXECUTIVE DIRECTOR

Mary E. McAleney

The Honorable Kate Snyder
Mayor of the City of Portland
389 Congress Street
Portland, ME 04101

Dear Mayor Snyder:

The Maine Irish Heritage Center wishes to thank the CDBG Allocation Committee for supporting our development activity request for the 2022 – 2023 program year. We are also grateful to you, the City Council, and Interim City Manager Danielle West for your consideration of our proposal to help fund our Bell Tower Restoration Project.

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Robert Kearney
Board Chair

City Council Meeting: 3/21/2022 0 views



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9:10 AM

to publiccomment@portlandmaine.gov, mcaleney@gmail.com, Bob Kearney

RE: Resolve 9-21/22 Adopting the 2022-2026 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan including Appropriations for Community Development Block Grant Program.

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P.O. Box 7588
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Resolve # 9-21/22. CDBG 0 views



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First Parish Church
425 Congress St.
Portland, ME

Comment on Resolution 9-21/22 Community Development Block Grants

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Ted Oldham

to publiccomment@portlandmaine.gov

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Sincerely,

Ted and Sally Oldham
118 Congress Street
Portland, ME

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 30, 2022

SUBJECT: Resolve 10-21/22 Approving the City Council Rules of Procedure - Sponsored by the Rules Committee, Councilor Andrew Zarro, Chair

SPONSOR: The Rules Committee, Councilor Andrew Zarro, Chair

(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

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

I. SUMMARY

II. AGENDA DESCRIPTION

The City Council Rules Committee has met regularly since January 24, 2022 to review the rules and make recommended changes. On March 7, 2022, the committee voted 4-0 to recommend passage of the rule changes presented in this item.

Among the rule changes it unanimously approved was a revision to Rule 32, Section 5, requiring persons offering public comment to identify themselves with a first and last name and city of residence and/or Council district. Rule 32 was updated to replace the word "scurrilous" with "abusive or disrespectful." In Rule 19 the word "majority" was replaced by "the prevailing side" for the sake of clarity and best practice under Robert's Rules. Rule 22 revisions would allow a councilor to sit after being recognized before speaking.

In a second vote, the Committee recommended that the full Council consider a change to the timing of public comment on un-agenda items. The Committee was generally in agreement that the 6:00 start time can be cumbersome for the Council and members of the public, alike. The Committee was divided, however, on whether taking comment at start of the meeting or the end is best.

This item must be read on two separate days. It received its first reading on March 21, 2022. 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. Resolve -FY22 Adopting Council Rules of Procedure for 2022 3.21.2022

Prepared by:

Date: 03/30/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

**RESOLUTION ADOPTING COUNCIL RULES OF PROCEDURE
FOR 2022**

BE IT RESOLVED, that the City Council of the City of Portland, Maine, in the City Council assembled, does hereby adopt the Rules and Orders of the City Council, as attached hereto, as the Rules of Procedure of the City Council.

RULES OF PROCEDURE OF THE CITY COUNCIL

As Amended ~~December 6, 2021~~April 14, 2022

Rule 1. Regular Meetings and Council Workshop Sessions

- A. The regular meetings of the Council shall be held in the room known as the City Council Chamber or such other room as deemed appropriate in City Hall in one session at 5:00 p.m. on the first and third Mondays of each calendar month. When said Monday is a holiday or an election day, the regular meeting shall be held on the following Wednesday, at the same time and place. The date or the time of any regular meeting may be changed by an order passed at a previous meeting of the Council or by warrant for a special meeting called in lieu of a regular meeting; provided however, that said change in date will still provide for two regular meetings in one month. Unless otherwise changed by an order passed at a preceding meeting or by the calling of a special meeting at a different time or place, for like purposes, the Council shall also regularly meet at 6:00 PM on the first Monday of December of each year for the purpose of the inauguration of Portland City Council, the swearing in of Councilors-elect, filling Council committees, adopting rules and orders, and transacting such other business as it may deem appropriate. The public hearing of any item shall not commence after 10:00 p.m. of the day of said regular meeting unless five (5) members consent to such consideration. The Council deliberation and action on any item shall not commence after 10:00 p.m. of the day of said regular meeting unless five (5) members consent to such consideration.
- B. With proper notice, workshop sessions of the City Council may be called by five (5) members of the City Council, the

Mayor or the City Manager, as the case may be, for obtaining legal, administrative or policy guidance or for the presentation of information by the City Manager, the City Clerk or Corporation Counsel or their staff. The City Council shall not take votes in workshop sessions; however, the Council may be polled at the workshop to obtain an unofficial sense of the position of the Council on an issue being discussed at the workshop. To the maximum extent possible, materials for such sessions shall be provided to the City Council at least two (2) business days prior to the scheduled workshop. All such workshop sessions shall be open to the public, in accordance with 1 M.R.S. §400 et seq. ("FOAA").

Rule 2. Quorum; Adjourned Meetings

A majority of the members shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time. At least twenty-four (24) hours' notice of the time and place of holding such adjourned meeting shall be given to all members who are not present at the meeting from which adjournment is taken.

Rule 3. Enactments

The Council shall act only by ordinance, order, or resolve. Final passage of or amendments to any item shall require five (5) affirmative votes except where a greater number is required by Charter or Ordinance. All ordinances, orders, and resolves, except orders and resolves making an appropriation of money, shall be confined to one subject, which shall be clearly expressed in the title. The appropriation order or resolve shall be confined to the subject of appropriations only.

Rule 4. Ordinance; Style

All ordinances passed by the Council shall be termed "amendments to the Portland City Code" and the enacting style shall be: "Be it ordained by the City Council of the City of Portland, Maine, in City Council assembled."

Rule 5. Order and Resolve; Style

In all votes of command, the form of expression shall be "ordered"; and of opinions, principles, facts or purposes, the form shall be "resolved".

Rule 6. Readings

The reading of any ordinance, order, or resolve shall be by title of the ordinance, order or resolve only, if no member objects.

Rule 7. Reading on Two Separate Days; Waiver

No ordinance, no appropriation resolve, and no order authorizing the expenditure of \$50,000.00 or more shall be passed until it has been read on two separate days, except when the requirement of reading on two separate days has been dispensed with by a vote of seven (7) of the members.

Rule 8. Yeas and Nays Taken; When

The yeas and nays shall be taken upon the passage of all ordinances and orders authorizing the expenditure of money in the amount of \$50,000.00 or more and entered upon the record of the proceedings of the Council by the Clerk. The yeas and nays shall be taken on the passage of an order or resolve when called for by any member.

Rule 9. Ordinances; Effective When

No ordinance shall take effect until thirty (30) days after its passage by the Council, except in the case of emergency ordinances.

Rule 10. Order, Resolve; Effective When

No order or resolve shall take effect until ten (10) days after its passage, except in the case of emergency orders and resolves.

Rule 11. Emergency Ordinances, Orders and Resolves

The Council may, by vote of seven (7) of its members, pass emergency ordinances, orders, or resolves to take effect at the time indicated therein, but such emergency ordinances, orders or resolves shall contain a section in which the emergency is set forth and defined, provided, however, that the declaration of such emergency by the Council shall be conclusive.

Rule 12. Item for Meetings; Filed When

No ordinance, order, resolve, or other document shall be in order for action at any regular meeting of the Council unless such ordinance, order, resolve, or other document shall appear on the Council Agenda.

Items for the Agenda should to the maximum extent possible be received in the office of the City Manager on or before close of the work day ten (10) days prior to the scheduled Council meeting.

Each item for the Agenda shall be submitted with an electronic agenda request form. The form shall 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.

Rule 13. Sponsorship.

Items listed on the Council agenda shall be sponsored as follows:

A. The Mayor shall sponsor any proclamations or resolutions; provided, however, that any Councilor may request the opportunity to sponsor a proclamation that is not deemed "standing" hereunder; and

B. The 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.

C. For purposes of this Section, "standing" proclamations shall include, but not be limited to mean annual holidays, existing anniversaries of prominent events, or proclamations or resolutions that have come before the Council at least two (2) times in the last five (5) years.

Rule 14. Presiding Officer to Chair Meetings

The Presiding Officer shall take the chair at the time appointed for the meeting, call the members to order, cause the roll to be called, and, a quorum being present, cause the minutes of the preceding meeting to be read and proceed to business.

Rule 15. Preserve Order Decide All Questions of Order

The Presiding Officer shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order subject to an appeal to the Council by motion regularly seconded, and no other business shall be in order until the question on appeal is decided.

Rule 16. Declare Votes; Cause Return of Votes

The Presiding Officer shall declare all votes, but if any member doubts a vote, the Presiding Officer shall cause a return of the members voting in the affirmative and in the negative; without debate.

Rule 17. Debate; Rules of

When a question is under debate, the Presiding Officer shall receive no motion but to adjourn, or for the previous question, or to lay on the table, or to postpone to a date certain, or to refer to a committee or some administrative official, or to amend, or to postpone indefinitely, or to call the question; which several motions shall have precedence in the order in which they stand arranged.

Rule 18. Motion to Adjourn; Lay on Table

The Presiding Officer shall consider a motion to adjourn as always in order except on immediate repetition; and that motion and the motion to lay on the table, or to take from the table, shall be decided without debate.

Rule 19. Reconsideration

When a vote is passed, it shall be in order for any member who voted ~~in the majority~~ on the prevailing side, ~~or in the negative on a tie vote~~ to move a reconsideration thereof, at the time, or the next stated meeting, but not afterwards, and when a motion of reconsideration is decided, that vote shall not be reconsidered. No motion to reconsider a vote passed at a previous meeting shall be in order for consideration at the next stated meeting unless an item to that effect is contained in the agenda for such next stated meeting or unless seven (7) of the members consent to such reconsideration.

A citizen petition, or zone change petition, once presented to and finally acted upon by the Council shall not again be received by the Council in the same or substantially the same form for a period of one (1) year next succeeding the Council's final action on the original petition. A member voting on the prevailing side ~~with the majority~~ on the original petition, however, shall be privileged to reintroduce such a petition in accordance with the requirements of this rule.

A liquor license or special entertainment permit, or an amendment proposed by the licensee to an existing license or permit that has been denied by the Council shall not be received

by the Council in the same or substantially the same form for one (1) year from the date of such action unless a shorter period is required by state law.

All other items, once presented to and finally acted upon by the Council, shall not again be offered or received by the Council in the same or substantially the same form within a given Council year (i.e. December - December).

Rule 20. Failure to Pass for Lack of Required Votes

When an item fails to finally pass for lack of the required five (5), or seven (7) affirmative votes, as applicable, and is not otherwise disposed of, the item shall appear on the Agenda as unfinished business at the next succeeding meeting.

Rule 21. Motion for Previous Question

Upon the motion for the previous question being made and seconded, the Presiding Officer shall put the question in the following form: "Shall the main question be now put?". And all debate upon the main question shall be suspended until the motion for the previous question shall be decided. After the adoption of said motion for the previous question by a majority vote, the sense of the Council shall be forthwith taken upon all pending amendments and then upon the main question. Neither is it susceptible of amendment. All questions of order arising incidentally thereon must be decided without discussion whether appeal be had from the Presiding Officer or not.

Rule 22. Manner of Speaking

When a member is about to speak at a Council meeting, ~~he or she shall rise in his or her~~ that member shall rise in place, if physically able to do so, to be recognized and may afterward, while either sitting or standing, sit to ~~and~~ respectfully address the Presiding Officer. All comments by a member under this Rule shall be confined, confine confining himself or

~~herself~~ to the question under debate, and shall avoid personalities.

Rule 23. Length of Statements by Members

During the deliberation on any item and associated amendments, each member shall limit his or her remarks and/or questions, but not including responses to his or her questions, to a total of five (5) minutes. In the event that an item is divided or amended, each member shall be entitled to an additional five (5) minutes of remarks and/or questions. For purposes of clarity, this shall not apply to Councilor questions posed to staff or others prior to the "public comment" portion of any item.

Rule 24. Not to Interrupt

No member speaking shall be interrupted by another, but by a call to order by the Presiding Officer, a point of order by any member or to correct a mistake.

Rule 25. Breach of Rules and Orders

When any member shall be guilty of a breach of any of the rules or orders of the Council, that member may, on motion, be required to make satisfaction therefor, and shall not be allowed to vote, or speak, except by way of excuse, until he or she has done so.

Rule 26. Member Excused From Voting; When

Every member present when a question is put shall vote unless the member is precluded from participation therein because of interest or the appearance of interest or unless she or he is otherwise prohibited by law from participation.

(a) Any member abstaining on grounds of interest or the appearance of interest must do so at the commencement of deliberations on the item under discussion and shall not participate in said deliberations or vote on such item.

(b) Any member abstaining as permitted hereunder shall clearly state such intent, the reason for such abstention and the legal or factual basis therefor prior to the commencement of deliberation on such item.

Rule 27. Motion to be Reduced to Writing; When

Any motion shall be reduced to writing if the Presiding Officer shall so direct.

Rule 28. Division of a Question

Any member may move that a question be divided.

Rule 29. Motion for Referral

Any member can make a motion for referral of any item to a Committee or administrative official. A motion for referral to a Committee or administrative official, until it is decided, shall preclude all amendments of the main question.

Rule 30. Priority of Business

All questions relating to priority of business to be acted upon shall be decided without debate.

Rule 31. Suspension of Rules; Amendment or Repeal

The rules shall not be dispensed with or suspended unless two-thirds as of those present and voting consent thereto; provided, however, that when these rules expressly require a vote larger than said two-thirds such rules shall not be suspended except by an equal or greater vote. No rule of procedure shall be amended or repealed without notice, in writing, being given at the preceding meeting.

Rule 32. Procedure for Addressing Council

Any person wishing to address the Council will be given an opportunity to do so in accordance with the following procedure:

1. No public comment shall be permitted on the following agenda items: informational reports or communications from boards and commissions, staff or other organizations or entities; and administrative action implementing prior action of the Council where that prior action had permitted public comment.

2. On items other than those set forth in 1. above, public comment shall be permitted only once prior to final Council action. Except as specifically decided by the Council, such public comment shall occur at the advertised public hearing or at the second reading of such item by the Council, where the item requires a second reading on a separate date.

3. Persons wishing to address the Council on an item which appears on the agenda, and upon which public comment is permitted under 1. and 2. above, shall wait until the Clerk announces the consideration of such item, at which time they may address the Council on that particular item. However, once the Council has begun its deliberations on an item, no person shall be permitted to address the Council on such item.

4. Persons wishing to address the Council on an item not appearing on the Council agenda shall only do so at the 6:00 p.m. public comment period reserved on the Council agenda for non-agenda items. Such public comment period shall not extend beyond 7:00 p.m.; provided, however, that upon a vote of a majority of the Council, the public comment period may be reopened at the end of end of the Council's consideration of all other agenda items, excepting adjournment. Notwithstanding the foregoing, the public comment period reserved on the Council agenda for non-agenda items shall not be reopened after 11 p.m.

5. Any person wishing to address the Council shall signify such desire and, when recognized by the Presiding Officer, such person shall give his or her first and last name and address-city of residence, and/or district, organization or individual represented, if any, designate the subject matter on which he or she desires to address the Council, respectfully address only the Presiding Officer, and avoid personalities.

6. When any person or entity is being honored or recognized by the Council, applause shall be permitted. In all other matters, persons present at Council meetings shall not interrupt, nor applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting.

7. Any and all signs shall not be permitted in the Council Chambers.

8. Persons addressing the Council on an item prior to start of deliberation on such item by the Council shall be permitted to speak only once on an item, and shall limit their remarks on each item to three (3) minutes. From time to time, the Presiding Officer may grant an extension of this three (3) minute requirement. Such persons shall also confine their remarks to the merits of the pending item. No members of the public shall comment on more than three (3) items, excluding any comment provided pursuant to number 4 above, at any Council meeting unless the Rules of the Council are suspended to allow for comment on each such additional item.

9. The Presiding Officer shall limit or cut off any commentary that is not germane or that is ~~scurrilous, abusive, or not in accord with good order and decorum~~ abusive or disrespectful. No clapping, cheering, jeering, or booing will be tolerated.

10. Any person who shall continue to violate these rules, after warning by the Presiding Officer, may be ejected for the remainder of the meeting then in progress.

Rule 33. Parliamentary Proceedings

In all cases where the parliamentary proceedings are not determined by the foregoing rules, "Robert's Rules of Order" (Newly Revised, 11th Edition) shall be taken as authority to decide the course of the proceedings.

A list of debatable and non-debatable motions is hereby incorporated for reference in Appendix A, attached hereto.

Rule 34. Council Committees

At the commencement of the municipal year members shall be appointed to the following standing Committees, each Committee, except the Housing & Economic Development Committee and the Health & Human Services and Public Safety Committee, which shall have four (4) members, to consist of three (3) members of the Council:

1. Housing & Economic Development Committee;
2. Finance Committee;
3. Health and Human Services and Public Safety Committee;
4. Legislative & Nominating Committee; and
5. Sustainability & Transportation Committee.

A majority of the members of the above standing Committees shall constitute a quorum for the transaction of business.

Rule 35. Council Committees; How Chosen

The members of the Council to serve on the above Committees shall be appointed by the Mayor. The Council may override one or more of such appointments by a vote of at least six (6) members.

Rule 36. Council Committees; Public Comment

The public will be given an opportunity to comment on any item under consideration by the below-named standing Council Committees prior to a final Committee action on that item. Any person addressing the Committee on an item shall be permitted to speak only once on an item, shall give his or her first and last name and ~~address~~-city of residence, and/or district,

organization or individual represented, if any, and shall limit their remarks on each item to three (3) minutes. From time to time, the Presiding Officer of a Committee may extend this period of time pursuant to Rule 31(8). These requirements for public comment shall apply to the following Committees:

1. Housing & Economic Development Committee;
2. Finance Committee;
3. Health and Human Services and Public Safety Committee;
4. Legislative & Nominating Committee; and
5. Sustainability and Transportation Committee.

Nothing herein shall prevent or prohibit any other Committee from accepting public comment if said Committee determines that it wishes to do so.

Notwithstanding the foregoing, no public comment shall be required on the following items: informational reports or communications from boards and commissions, staff or other organizations or entities; and administrative action implementing prior Committee action where that prior action had permitted public comment.

Rule 37. Smoking at Meetings

No person shall smoke in the Council Chamber or at any public meeting in the Portland City Hall. Any person continuing to smoke after warning by the Presiding Officer shall be ejected for the remainder of the meeting then in progress.

Rule 38. Confidentiality

No Councilor shall intentionally disclose or discuss information known to be confidential to or with any person not otherwise authorized or privileged to receive that information, including representatives of the media. For the purpose of this rule, "information known to be confidential" includes

information in any form that has been designated, to the knowledge of the Councilor, as confidential by an employee or agent of the City of Portland, and that is within one or more of the exceptions to the definition of "public record" in the State's Freedom of Access law.

Confidential information includes statements made by individuals participating in executive sessions and includes any documents prepared specifically for an executive session, unless otherwise designated by the City Council in cases where the Council has the exclusive right to waive confidentiality.

Any Councilor who, following a due process hearing, is found to have violated this rule may be disciplined by reprimand.

4/11 Rules Committee – Code of Ethics 1 view



Jim Hall <mtjimhall@gmail.com>

Apr 9, 2022, 12:23:11 PM (2 days ago)

to publiccomment@portlandmaine.gov, Andrew Zarro, Kate Snyder, Mark Dion, Pious Ali, Jen Thompson, Danielle West-Chuhta, April Fournier, Tae Chong, Anna Trevorow, rrodriguez@portlandmaine.gov, vpelletier@portlandmaine.gov

Dear members of the 2022 Ad Hoc Rules Committee,
(CC full council, corp counsel, city manager)

I'm writing with public comment on the Code of Ethics you've been drafting. First of all thank you for taking this up! I believe it could help address a category of legitimacy & trust that public figures need to espouse, which can never be verified by determining whether a particular procedural rule applies .

I'd like to ask you to review a few types of incidents that have actually come up in the last year or so, in order to determine whether each would be (or should be) covered by this code of ethics.

Not all happened specifically in the council, and some may not rise to a given threshold of ethics — but they are indicative of the kinds of things that seem to be common in civil discourse these days, and I feel they should at least be considered. To be clear I consider most of the explicit incidents to have been resolved ad hoc & in situ — but not *in principle*.

And since I have been interrupted in the past during verbal public comment as if I were speaking about a given individual when I was not —I want to explicitly underline that although these may be based on cases that are familiar — the *topic* here is council policy on *classes of behavior*. The fact that we know they happen only underlines the need for you to deliberate on appropriate types of prevention and response.

- A public official lobbies a board they appoint to vote in a particular manner
- A plaintiff in a lawsuit is later elected to a position that empowers them to make decisions as defendant in the same case
- A city official seeks "alternate" legal advice to justify avoiding recusal — OR — a commission chair seeks a second legal opinion to find someone who will certify a revision does not violate state statute.
- After being instructed on city statute to be applied, a member of a code review board asks their legal counsel, "How can we block this application?"
- A councilor exploits a loophole (after announcing intentions to do so), i.e. acts in a way that clearly violates the intent of a law while still meeting the "letter" of the law — OR — a board member invokes an obscure procedural rule never before applied in order to force a delay that would impact an application deadline — OR — a commission chair uses their position as facilitator to conditionally apply rules of order to suit their particular leaning on the topic at hand in any given moment (stating with deniability that official rules were never adopted, but at other times requiring adherence to the same rules).

- An elected board uses taxpayer money lobbying a commission to remove checks on their power
- An elected official uses social media to make ad hominem attacks
- A councilor requests a board under a separate jurisdiction to look into the conduct of one of that body's employees.
- Several board members resign citing toxic shaming of minority opinions by the chair and remaining members
- During deliberation a councilor refers to a class of constituents as "the wrong population" to justify dismissing consideration their testimony
- Members of a review board participate in outside action to block an application that later comes before the board.

I also have some specific comments about the draft you are considering:

I agree with Councilor Dion's that the supposed separability of private opinions & public role is a false dichotomy while holding a position of power. When I hear a sitting councilor testify to the charter commission, the words, "*I am not speaking on behalf of the council*" are utterly meaningless. The position holds weight, especially since the council must act to move commission proposals to referendum.

I would find a clearer exception in a case such as public hearing on a development application abutting the personal home of a public official – in that type of narrow band they may be able to legitimately say, "I am speaking as a private citizen uniquely and directly impacted by the outcome of this case." And in the case of the commission, there was a valid discovery phase in subcommittee where sitting and former public officials could weigh in on the foibles of current governance structures, rather than providing testimony during public hearing.

I was surprised to see the code of ethics include a prohibition on endorsements. That would be a huge change to common practice (which is not to say it's necessarily a change for the worse). We did in fact see the chair of the school board last year speak against a current colleague in favor of their opponent in what appeared to be a partisan spirit if not literally attributable to a qualified political party – but I would be careful about unintended consequences where prohibiting familiar associations thereby grants more clout to other special interests.

I'm unclear whether councilors would be allowed to publish letters to the editor or blogs outlining policy details under the current draft. I for one have found both useful in the past to collate information on highly complex issues worked out over months or years in committee.

Corp Counsel indicated last week that the council would likely *not* adopt code to apply generally to all boards / commission / task forces etc. That seems backward to me, as the council is the legislative body of the municipality superseded only by charter, state or federal language — however I was surprised when every city board was forced to actively adopt their own "instance" of council policy on remote meetings so maybe that's just how it's

done. I would think at least you could require that they do in fact adopt a code of ethics, even if you cannot provide a default that would stand for them in the absence of action.

In a general sense – I personally would have preferred a form closer to an ethical “pledge” councilors offer the public in simple language (“*I will not exploit loopholes*”), rather than these types of minimum legalese standards tucked away in ordinance that are largely similar to “rules” in kind. I’m aware of the existing oath of office, but it’s fairly broad boilerplate that I don’t feel really addresses any of the above.

Finally — You may also like to review details of the charter revision under consideration by the commission (which you will in any case see in their May 9th preliminary report).

[Ethics Commission \(1\)](#)

<https://portlandme.civicclerk.com/Web/GenFile.aspx?ad=13516>

The charter commission envisions mandated financial disclosures, and a new Officer of Compliance reporting to a permanent Ethics Board — which I feel may be slight overkill – but the provisions listed could give you a better idea of aspects that some members of the public may be expecting to see. For instance I’m not sure all the motivating reasons listed in the introduction would be addressed by your current document (e.g. would it need any clause to protect whistleblowers?)

Thanks again for your commitment to enacting standards that improve public trust in municipal governance.

Jim Hall
District One

MEMORANDUM
City Council Agenda Item

FROM: Melissa Graffam

DATE: March 30, 2022

SUBJECT: Order 182-21/22 Approving the Agreement between the Maine Department of Transportation and the City of Portland Re: State Street Paving - Sponsored by Danielle P. West, Interim City Manager

SPONSOR: Danielle West, Interim 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 3/21/2022

Final Action 4/4/2022

Can action be taken at a later date: No This agreement must be approved by City Council and signed by the City Manager prior to the project going out to bid. Historically with an earlier bid date bid pricing will be improved.

PRESENTATION: N/A

I. SUMMARY

City Council is being asked to approve the attached Municipal Partnership Agreement, which would allow the City to move ahead with its plans to improve and pave State Street between York Street and Congress Street, approximately 0.44 miles. The agreement obligates the City and MaineDOT to split the project costs.

II. AGENDA DESCRIPTION

This project is part of the State Municipal Partnership Initiative (MPI) Program; the City administers the project and receives a portion of funding from the State. By signing the partnership agreement, the City may proceed with the project to pave State Street and the Maine Department of Transportation is obligated to pay \$335,000 and the City to pay the City share, estimated to be \$630,000. The project scope includes a 2-inch mill and fill, curb work, sidewalk work, ADA ramp reconstruction, and re-striping after final paving.

This item must be read on two separate days. It received its first reading on March 21, 2022. Five affirmative votes are required for passage after public comment.

III. BACKGROUND

The State Street paving project is part of MaineDOT's 2022 work plan. The scope of the MPI project work includes a 2 inch mill and fill, curb work, sidewalk work, ADA ramp reconstruction, and re-striping after final paving. We are anticipating the project to go out to bid in 2022 with construction following after. This project is classified as a pavement preservation project and is part of the MPI Program. The City will be responsible for 50% of the original paving cost, or \$335,000 and 100% of any overages to the original estimate. Due to inflation and a major increase in construction prices the City share was subsequently increased to an estimated \$630,000.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

The State Street paving project will improve the pavement surface and ride quality on a regionally important minor arterial. The project will improve sidewalk and ADA ramps for a better and safer pedestrian experience. MaineDOT will pay for a portion of the project costs.

V. FINANCIAL IMPACT

The City is obligated to pay 50% of the original estimated paving cost, or \$335,000 and 100% of any overages due to added scope or increased construction costs, estimated to be \$295,000. The total City cost of this project, estimated to be \$630,000, would be paid from a FY23 CIP account established for this project, which is currently pending approval by City Council. Please see the attached fiscal impact note for additional information.

VI. STAFF ANALYSIS AND BACKGROUND

This is a Minor Arterial in the City of Portland with a high Annual Average Daily Traffic rate, is a major connector from downtown Portland to South Portland. State Street was ranked with fair Pavement Condition Index when it was last evaluated in 2019 but has since further deteriorated with large cracks and potholes. Without this project, the road will continue to decline.

VII. RECOMMENDATION

The Department of Public Works recommends approving and signing the subject agreement to allow the City to improve State Street from Congress Street to York Street in 2022.

VIII. LIST ATTACHMENTS

1. MDOT 2-party State Street Paving 3.21.2022
2. 24641.10 State Street - 2- Party Agreement
3. State Street - Location Map
4. State Street - York to Congress - Fiscal Impact

Prepared by:

Melissa Graffam

Date: 03/30/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

**ORDER APPROVING THE TWO-PARTY AGREEMENTS
BETWEEN THE MAINE DEPARTMENT OF TRANSPORTATION
AND THE CITY OF PORTLAND
RE: STATE STREET PAVING**

ORDERED, that the Two-Party Agreements between the Maine Department of Transportation and the City of Portland are hereby approved, in substantially the forms attached, for paving and other work on State Street:

- WIN 24641.10, Regarding State Street, Portland

BE IT FURTHER ORDERED, that the Interim City Manager or her designee is hereby authorized to sign the two-party agreements and any other documents necessary to effect the purpose of this order.

<i>Internal Use Only</i>	
TEDOCS #: _____	
CTM#: _____	CSN#: _____

STATE OF MAINE DEPARTMENT OF TRANSPORTATION MUNICIPAL PARTNERSHIP AGREEMENT

WIN 24641.10

REGARDING

STATE STREET, PORTLAND

This Cooperative Agreement (AGREEMENT) is entered into by and between the MAINE DEPARTMENT OF TRANSPORTATION (“MaineDOT”), an agency of state government with its principal administrative offices located on Child Street, Augusta, Maine, and the **CITY OF PORTLAND** (“MUNICIPALITY”), a municipality in the State of Maine with offices located at **389 Congress Street, Portland, ME.**

WHEREAS,

The CITY OF PORTLAND shall perform a **Mill and Fill beginning at Congress Street, and extending 0.44 miles to York Street** (the “Project”). **The CITY OF PORTLAND** estimates this project at **\$670,000.00.**

The CITY OF PORTLAND SHALL:

- A. Procure all contracts for and oversee the Project on **State Street** for the Work outlined above.
- B. Cause such Work to be performed in accordance with a design by an engineer licensed in the State of Maine. The Licensed Engineer shall provide a certification to the Municipality and to MaineDOT that, in his/her professional opinion, the Project as designed will provide a smooth ride, not reduce the safety, mobility or structural quality of the state [state aid] road. All design documents must be stamped and signed in accordance with this provision by the Professional Engineer.
- C. Agree to secure all necessary Federal, State and Local permits necessary to complete the work. **The CITY OF PORTLAND** also agrees to secure any needed property rights in accordance with all applicable State and Federal Law.
- D. Agrees that any exceptions to State Design Standards shall be documented as part of this process. This documentation shall compare the new design to the existing conditions for each of the exceptions to current design standards. Any such exceptions shall be displayed on the cover sheet for the Project plans with the signature and PE stamp of the engineer responsible for the design of the Project.
- E. Be responsible, within the Project limits, for the following:

- a. Ensuring that the safety of the corridor and the life of the resulting structural and design elements are equal to or better than existing conditions and design;
 - b. Ensuring that the structures, roadways and/or design features affected by the Project work shall, at a minimum, be of improved quality in terms of materials and utility;
 - c. Ensuring that the Project does not introduce safety hazards;
 - d. Ensuring that the Project retains the same level of mobility or improves mobility of travel within the corridor, unless approved traffic calming measures are proposed;
 - e. Ensuring that the Project does not decrease the life expectancy of this component of Maine's transportation system; and,
 - f. Ensuring that the Project meets the current standards of Americans with Disabilities Act of 1990 (ADA) design requirements.
- F. Provide certification through their Engineer to MaineDOT that the Project is complete and was constructed as designed.
- G. Ensure that construction shall commence within EIGHTEEN (18) months and shall be certified complete within THIRTY-SIX (36) months of execution of this agreement. **The CITY OF PORTLAND** may forfeit the unpaid balance of this grant if these deadlines are not met or they can not demonstrate earnest and good faith efforts to meet them.
- H. Be responsible for or cause its contractors to be responsible for all damage to public or private property of any kind resulting from any act, omission, neglect or misconduct of **the CITY OF PORTLAND** or its contractors, including damage to vehicles passing through the Project limits.
- I. Bear all risk of loss relating to the Project and the Work regardless of cause.

MAINEDOT SHALL:

- A. **Provide a maximum \$335,000.00 in State funds supporting the Work stated above.** Reimbursement will be made by the Department at a minimum of 1/3 project completion upon receipt of supporting cost documentation from the Municipality. Payments will be made per Appendix A attached. The Department's Region Engineer shall review the costs and certify their eligibility prior to reimbursement of Municipal Partnership Initiative Funds. Payment by MaineDOT Municipal Partnership Initiative funds shall not exceed **\$335,000.00** or 50% of the actual costs incurred and paid by the Municipality.
- B. **This project has been approved for Calendar Year 2022.** If the **Municipality** commences construction of the project as outlined above prior to January 1, **2022**, the Municipality assumes the risk and responsibility for costs incurred, in the event that funding levels fall below MaineDOT projections. If this occurs, the Municipality will not receive reimbursement from MaineDOT.

The **CITY OF PORTLAND** and MaineDOT agree to function within all applicable laws, statutes, regulations, and AGREEMENT provisions; avoid hindering each other’s performance; fulfill all obligations diligently; and cooperate in achievement of the intent of this AGREEMENT.

IN WITNESS, WHEREOF, the parties hereto have executed this AGREEMENT effective on the day and date last signed.

CITY OF PORTLAND

Dated: _____

By: _____
Danielle P. West
Interim City Manager

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION

Dated: _____

By: _____
David Bernhardt
Director of Maintenance and Operations

APPENDIX A
PROJECT SCOPE AND COST SHARING
MAINE DEPARTMENT OF TRANSPORTATION

Municipal Partnership Initiative Project

MUNICIPALITY OF PORTLAND

PROPOSED IMPROVEMENTS TO: State Street

STATE PROJECT IDENTIFICATION NUMBER (WIN) 024641.10

FUNDED CONSTRUCTION YEAR **2022**

Project Scope:

Funding Outline: The Total Project Estimated Cost is **\$670,000.00** and the Parties agree to share costs through all stages of the Project under the terms outlined below.

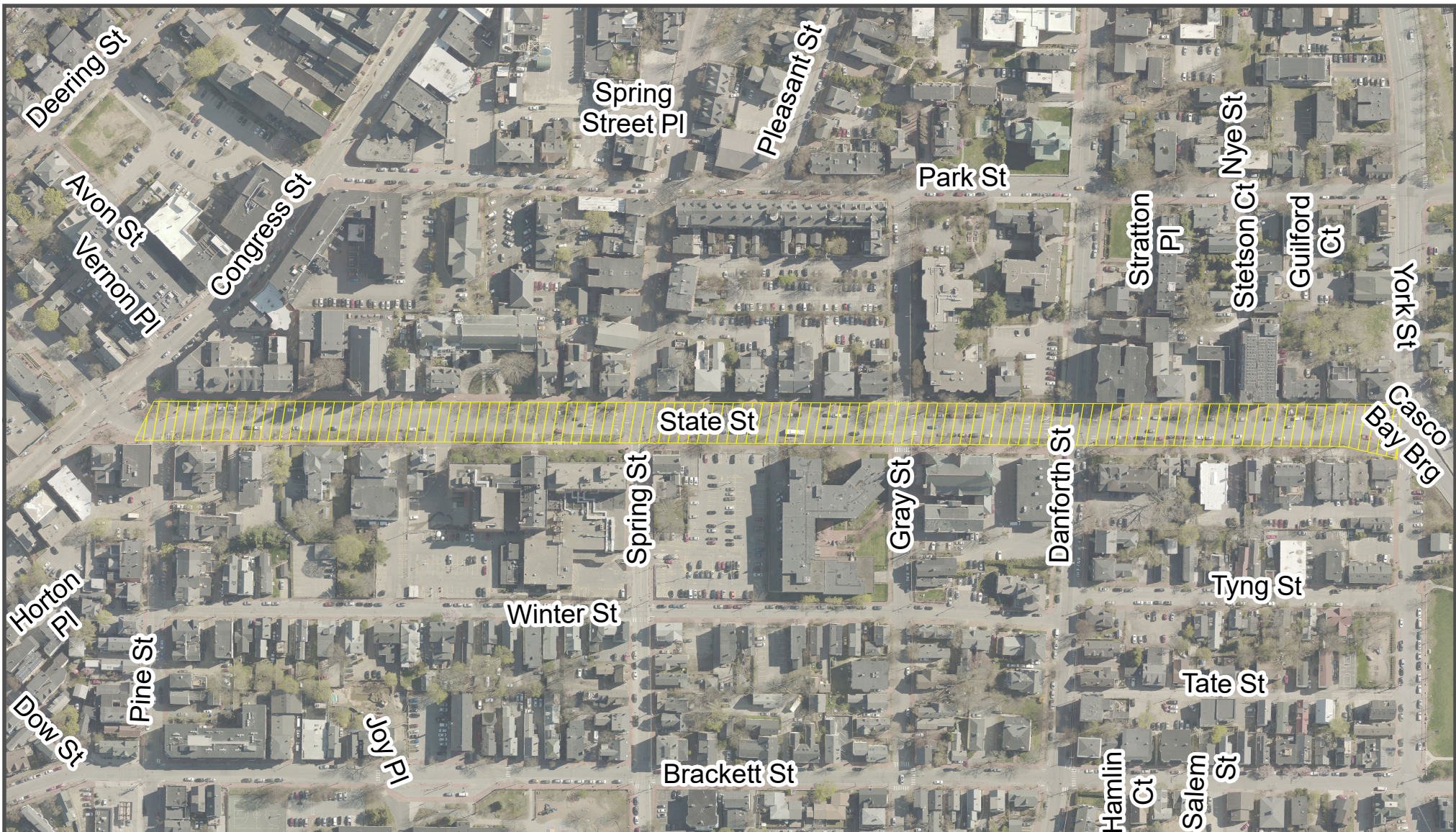
Work Element	Municipal Share		State Share		Total Cost
	%	\$	%	\$	\$
Project Costs	50%	\$335,000.00	50%	\$335,000.00	\$670,000.00
PROJECT SHARES					
Total Cost of Additional Work above agreement estimate	100%				
TOTAL ESTIMATED MUNICIPAL REIMBURSEMENT		\$335,000.00			

REIMBURSEMENT SCHEDULE:

Upon 1/3 project completion the municipality may begin invoicing the Department. Preferred invoicing interval is 1/3, 2/3, final, the Department will accept monthly invoices after 1/3 project completion with a maximum invoice submittal not to exceed 5 invoices.

DESIGN EXCEPTIONS REQUIRED: __ YES X NO

Design exceptions where required for this project. Please see attached approval from MaineDOT Chief Engineer outlining design exceptions.

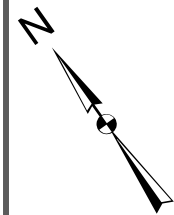


CITY OF PORTLAND, MAINE
DEPT. OF PUBLIC WORKS
212 CANCO RD STE B
PORTLAND, MAINE 04103
PHONE (207) 874-8846 FAX (207) 874-8852

State Street York Street to Congress Street

Scope of Work:

**Mill and Fill
ADA Upgrades at Intersections
Striping**



February 2022 DRAWN BY: TSY

0 0.025 0.05
Miles

Formula for New Program Costing on Tax R

1) FY22 Valuation:	14,629,000,000	\$14,629,000
2) FY22 Tax Rate (Total City & School): <u>Levy / (Valuation/1000)</u>		\$12.99
(a) FY21 Tax Rate (City):		\$6.22
(b) FY21 Tax Rate (School):		\$6.77
3) FY22 Value of \$0.01 of Tax Rate (Total City & School):		\$146,290

FISCAL IMPACT NOTE	Year 1		Year 2		Year 3	
New Program Cost Data:	City Rate	City / Sch Combined Rate	City Rate	City / Sch Combined Rate	City Rate	City / Sch Combined Rate
Example:						
ADD: NEW ITEM ANNUAL EXPENDITURES		\$0		\$39,186		\$39,186
LESS: TOTAL NEW ITEM ANNUAL REVENUES		\$0		\$0		\$0
=NEW ITEM NET TAX RATE IMPACT PROJECTION	\$0	\$0	\$39,186	\$39,186	\$39,186	\$39,186
New Program Impact to the Tax Rate	\$0.0000	\$0.0000	\$0.0027	\$0.0027	\$0.0027	\$0.0027
New Program % Impact on Tax Rate	0.0000%	0.0000%	0.0431%	0.0206%	0.0431%	0.0206%
Tax Rate Including New Program	\$6.22	\$12.99	\$6.22	\$12.99	\$6.22	\$12.99

Notes: The CIP impact will actually begin in 2023 and remain for the 20 year life of the bond.