Agenda
Special City Council Meeting
June 24,2015

1. Agenda Only 06-24-15

   Documents: AGENDAONLY6-24-15.PDF

2. Agenda & Packet June 24,2015

   Documents: AGENDA06-24-15.PDF

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

DAVID BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR. (A/L)

AGENDA
SPECIAL CITY COUNCIL MEETING
JUNE 24, 2015

The Portland City Council will hold a Special City Council Meeting on in City Council Chambers, City Hall. The Honorable Michael F. Brennan, Mayor, will preside.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

UNFINISHED BUSINESS:

BUDGET ITEMS:

Order 234-14/15 (Tab 1)

Order Authorizing Fiscal Year 2016 Administrative Fees in Various Departments - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

This order authorizes certain administrative charges.

The increases and new fees are located in the following departments and /or divisions: Fire: Confined Space and Public Services: Cemeteries and Street Openings Permit Fees.

At the June 1 City Council meeting, this item was postponed to this meeting to coincide with consideration of the Appropriation Resolve. Five affirmative votes are required for passage after public comment.

Order 235-14/15 (Tab 2)

Order Authorizing Increase in Trash Bag Fee - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

Description	Current Fee	Proposed Fee
15 gallon bag	$1.00	$1.35
30 gallon bag	$2.00	$2.70

City staff is recommending that the price of city trash bags be increased by 35%. The increased revenue would shift more of the cost of solid waste and recycling operations to users of this program and away from the general tax base. Users of the program will pay an additional amount for service based on the amount of waste they generate.

If approved, staff will implement a change in the bag color to purple. (This color is not being used by any of our neighboring towns.) Effective on the date of the fee increase, (July 1, 2015) solid waste crews will begin collecting the waste in the new bags. Residents will have until July 30 to use their supply of the current blue bags. After that date, crews will only collect trash in the new purple bags.

Staff will implement a program for residents and retailers to return or exchange blue bags they still have after July 30. This approach should limit excessive purchases of blue bags in advance of the fee change.

At the June 1st City Council meeting, this item was postponed to this meeting to coincide with consideration of the Appropriation Resolve. Five affirmative votes are required for passage after public comment.

Order 236-14/15 (Tab 3)

Order Authorizing City Manager or Acting City Manager to Enter into Certain Agreements to Implement the Fiscal Year 2016 Human Resources and Certain Fringe Benefits Budgets - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

This order authorizes the City Manager or Acting City Manager to enter into standard agreements and amendments to standard agreements with providers of services for the fiscal year 2016 in order to implement portions of human resources, medical, workers' compensation, and liability budgets.

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 237-14/15 (Tab 4)

Order Re: Self-Insured Liability Program - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

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

At the June 1st City Council meeting, this item was postponed to this meeting to coincide with consideration of the Appropriation Resolve. Five affirmative votes are required for passage after public comment.

Order 238-14/15 (Tab 5)

Order Authorizing City Manager or Acting City Manager to Enter into Certain Agreements to Implement Fiscal Year 2016 Health and Human Services Budget - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.

This order authorizes the City Manager to enter into standard agreements and amendments to those standard agreements to receive reimbursement for services by the Health and Human Services Department.

In addition, the City enters into agreements with service providers and landlords to provide services for department programs.

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st City Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 239-14/15 (Tab 6)

Order Authorizing City Manager or Acting City Manager to Accept Scholarship Trust Donations and Enter into Trust Agreements - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.

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

At the June 1st City Council meeting, this item was postponed to this meeting to coincide with consideration of the Appropriation Resolve. Five affirmative votes are required for passage after public comment.

Order 240-14/15 (Tab 7)

Order Authorizing Corporation Counsel to Undertake Civil Actions to Collect Delinquent Personal Property Taxes - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.

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

At the June 1st City Council meeting, this item was postponed to this meeting to coincide with consideration of the Appropriation Resolve. Five affirmative votes are required for passage after public comment.

Order 241-14/15 (Tab 8) **Order Authorizing Non-Union Wage Adjustment - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.**

This Order authorizes the City Manager to make a 3% pay adjustment for all non-union employees effective July 1, 2015.

Each year, budgets permitting, the City of Portland increases the wages and salaries of non-union employees by an amount generally comparable to the amount given to employees covered by collective bargaining agreements.

This order will authorize the City Manager to increase the wages and salaries of non-union employees accordingly and to implement the new pay scale.

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 242-14/15 (Tab 9) **Order Designating Fiscal Year 2016 Funds for Specific Island Services - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.**

The municipal budget includes $40,000 for use on Peaks Island in addition to the funds used to pay for direct and indirect city services. Pursuant to a request from the Peaks Island Council these funds will be used as follows in FY16:

Item A:	Reimburse the Portland Police Department for the cost of establishing a Police Cadet on Peaks Island for the period of July 1 - September 18, 2015, for a one-season trial basis.	$1,500
Item B:	Issue quarterly vouchers in the amount of $50 per voucher per student to the parents of children attending the Peaks Island Elementary School who attain the age of 10 years or older during the school year.	$3,000
Item C:	Transfer to the Portland School Department to cover the cost of extending Portland School Department issued 10-month Casco Bay Lines passes for Peaks Island public middle and high school students to 12-month passes.	$4,400
Item D:	Expend monies from the Parking and Transportation Fund payable to Casco Bay Lines for Island resident college students: for up to 3 monthly stickers per student @ $82.45/sticker, not to exceed $2,000.	$2,000
Item E:	Issue vouchers in the amount of $84 per voucher per student to the parents of children attending private schools off-island.	$450

Item F:	Expend monies from the Parking and Transportation Fund payable to Casco Bay Lines to purchase tickets for needs-based Peaks Island residents.	$5,000
Item G:	Expend monies from the Parking and Transportation Fund payable to Casco Bay Lines to purchase bicycle tickets for a summer bike ticket program on Peaks Island.	$500
Item H:	Allocation to the Island Transportation System for continued support of the only transportation service available to residents.	$15,000
Item I:	Allocation to Peaks Island Tax & Energy Assistance (PITEA) for the express purposes of assisting eligible island residents with heating costs.	$3,000
Item J:	Allocation to the Peak Island Food Pantry for the express purposes of assisting eligible island residents with basic food needs.	$1,000
Item K:	Allocation to the City of Portland Recreation Division as a contribution towards the establishment of a Skateboard Park on Peaks Island.	$1,000
Item L:	Allocation to the Peaks Island Council for Administrative Expenses.	$3,150

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 243-14/15 (Tab 10)

Order for Fiscal Year 2016 Appropriating $200,000 from Excess Fund for Casco Bay Transit District - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

Appropriating $200,000 from the Casco Bay Island Transit District (CBITD) Excess Fund to Provide Matching Funds for Grants to CBITD. Pursuant to the lease agreement between the City and CBITD, Excess Revenues, as defined in the agreement, are accumulated and held until such time as the Council may appropriate them for purposes outlined in the agreement. CBITD has requested $200,000, to be used in providing a local match, to support the planning and design of a replacement vessel.

The agreement allows for use of Excess funds for capital costs, so this request is acceptable for that purpose.

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

RELATED ORDINANCE AMENDMENTS:

Order 244-14/15 (Tab 11)

Amendment to Portland City Code Chapter 5 (Animals & Fowl) Article VI. Keeping of Domesticated Chickens, Section 401(b) Re: Chicken Permit Annual Fee - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.

This order amends (only) the fees in Chapter 5 §401 as follows:

Chapter 5	Description	Current Fee	Proposed Fee
Sec. 5-401	***Permit Required:***		
(b)	**Annual Permit to Keep Chickens:**	$25.00	$26.00

This item must be read on two separate days. It was given a first reading on May 18th. Five affirmative votes are required for passage after public comment.

Order 245-14/15 (Tab 12)

Amendment to Portland City Code Chapter 10. Fire Prevention and Protection Article II - Fire Code, Section 10-18 Re: Fire Permit Fees - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.

This order amends (only) the fees in Chapter 10 §18 as follows:

Chapter 10	Description	Current Fee	Proposed Fee
Sec. 10-18	***Amendments:***		
(c)	**Section 1.12.7:**		
	Application for Flammable Finishes	$160.00 (D)	$166.00 (D)
	Bulk Waste Storage	$160.00 (D)	$166.00 (D)
	Certificate of Fitness for Fire Alarm Service ad Installation Company	$250.00 each	SAME
	Cutting and Welding (Permanent Facilities)	$60.00 (D)	$62.00 (D)
	Dry Cleaning Plants	$60.00 (D)	$62.00 (D)
	Fire Alarm Inspections Sticker	$20.00 each	SAME
	Fireworks Display	$141.00**	SAME
	Flammable or combustible liquids, other than motor fuel dispensing	$160.00 (D)	$166.00 (D)

	Hazardous materials	$60.00 (D)	$62.00
	Hot Work (Temporary)	$25.00	SAME
	Motor Fuel Dispensing and Refueling	$160.00 (D)	$166.00 (D)
	Special Type Dispensing Systems, other than Flammable or Combustible Liquids	$160.00 (A) (D)	$166.00 (A) (D)
	Repair Garages and Service Stations	$160.00 (D)	$166.00 (D)
	Woodworking and Lumber Storage Plants	$100.00 (D)	$104.00 (D)

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st City Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 246-14/15 (Tab 13)

Amendment to Portland City Code Chapter 15 (Licenses and Permits*) Article I Section 15-12 Re: Fees and Reorganization - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.

This order reorganizes the fee sequence and the fees in Chapter 15 §12 as follows:
(a)

Description	Current Fee	Proposed Fee
Bottle clubs (must obtain FSE and special entertainment if applicable) (Chapter 3 Art. II):	$860	$895.00
Amusement devices (Chapter 4 Art. II):		
Amusement devices (other than pinball and adult amusements), per device	$140	$146.00
Pinball machines, per device	$140	$146.00
Adult amusement devices, per location	$895	$931.00
Music, dancing and special entertainment (Chapter 4 Art. III):		
Entertainment with dancing	$485	$504.00
Entertainment without dancing	$270	$281.00
After-hours Entertainment	$545	$567.00
Dance hall	$135	$140.00
Concert hall	$135	$140.00
Single dance	$35	$36.00
Single concert	$35	$36.00

Description	Current Fee	Proposed Fee
Gaming (Chapter 4 Art. IV):		
Beano	$95	$99.00
Nudity in licensed businesses (Chapter 4 Art. V):	$1,350	$1,404.00
Food service establishments (FSE) (Chapter 11 Art. II):		
Temporary FSE:		
Reinspection fee for FSE	$75	$75.00 per reinspection
a. Unopened prepackaged food	$85	$89.00
b. Opened or nonprepackaged food	$85	$89.00
Mobile FSE (Chapter 19): a. pushcarts	$295	$307.00
b. Food Trucks	$500	$520.00
c. Base station (for all mobile FSE)	$110	$114.00
Street vendor cooler storage space – maximum of 7 sq. ft.	$35 per 3.5 sq. ft. of space	$36.00 per 3.5 sq. ft. of space
FSE-No food preparation on premises	$165	$172.00
FSE-With preparation limited to hot beverages only	$135	$135.00
FSE-With beer and wine take out	$380	$395.00
FSE/Community Kitchen - Food preparation on premises	$420	$437
FSE Community Kitchen User	$100	$104.00
FSE's with liquor:		
FSE-Class A lounge (Class X)	$2,540	$2,642.00
FSE-Class A restaurant (Class I)	$1,715	$1,784.00
FSE-Hotel (Class IA):		
FSE-Class A restaurant/lounge (Class XI)	$2,130	$2,215.00
FSE-Qualified catering service (Class I)	$1,715	$1,784.00
Innholder-15 rooms or less	$1,315	$1,368.00
Innholder-16 to 40 rooms	$1,765	$1,836.00
Innholder-more than 40 rooms	$2,050	$2,132.00
FSE-Spirituous license (Class II)	$560	$582.00
FSE-Vinous license (Class III)	$375	$390.00
FSE-Malt license (Class IV)	$755	$785.00
FSE-Malt and vinous license (Classes III and IV combined)	$830	$863.00
FSE-Nonprofit club (Class IV with catering or Class V without catering)	$675	$702.00
FSE-Liquor catering	$30	$31.00

Description	Current Fee	Proposed Fee
FSE-Temporary (bona fide nonprofit organization) with any spirituous, vinous or malt license and special entertainment	$60	$62.00
FSE-Auditorium	$535	$556.00
FSE-Civic Auditorium	$1,695	$1,763
Massage Establishments (Chapter 16):		
Massage establishment	$60	$62.00
Combined massage establishment/massage therapist	$50	$52.00
Massage therapist	$35	$36.00
Conditional massage therapist	$35	$36.00
Night Street Vendor (must also obtain FSE and street vendor) (Chapter 19 Art. II):	$200	$208.00
Transient sellers (Chapter 19 Art. III):	$100	$104.00
Secondhand Goods (Chapter 23 Art. II):		
Flea market seller	$20	$21.00
Flea Markets (per day) Operator (annual)	$50 $225	$52.00 $234.00
Secondhand dealer, junk dealer, pawnbroker (including used cars)	$140	$146.00
Junk collector	$25	$25.00
Valet Parking (Chapter 28, Article VII)	$250.00	$260.00
Valet Parking Special Event	$50.00	$52.00
Wreckers and Vehicle Towing (Chapter 28 Art. VIII):	$255	$265.00

(b) Fees for licenses to be established by the city pursuant to state law shall be as follows:

Amusements, including images; pageantry; sleight of hand tricks; puppet shows; feats of balancing; wire dancing; personal agility; or dexterity	$20	$21
Billiards or pool, per table	$30	$31
Bowling alley, per establishment	$85	$88
Carnival (travelling amusement show)	$110	$114
Circus-	$165	$172
Circus (bona fide nonprofit organization)	$25	$26
Going-out-of business sale	$95	$99
Menageries	$20	$21
Merry-go-round or other rides, per type of ride (per day)	$60	$62
Merry-go-round or other rides, per type of ride (annual)	$235	$244
Motion picture theatres (other than open-air drive-in) operating more than six (6) months:		
Seating capacity 999 or less, per screen	$270	$281
Seating capacity 1,000 or more, per screen	$445	$463
Temporary—One (1) week or less	$30	$31
Temporary—More than one (1) week but less than two (2) months	$45	$47

Temporary—More than two (2) months but less than six (6) months	$70	$73
Roller skating rink	$150	$156

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting, this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 247-14/15 (Tab 14)

Amendment to Portland City Code Chapter 25, Article II. Division 2 Permits Re: Street and Sidewalk Occupancy Permit - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

This order amends (only) the fees in Chapter 25 §25-27 as follows:

Description	Current Fee	Proposed Fee
Issuance of a Revocable Street and Sidewalk Occupancy Permit:		
(a1) Objects other than portable signs, including but not limited to tables, chairs, barricades and bollards	$85	$88
(a5) Use of streets, ways or public places by street goods vendors as defined in Section 19-16 for purposes of vending	$35	$36

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st meeting, this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 248-14/15 (Tab 15)

Amendment to Portland City Code Chapter 28 (Traffic and Motor Vehicles) Article VII. Re: Valet Parking Fees; exceptions - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

This order amends (only) the fees in Chapter 28 §28-273 as follows:

Description	Current Fee	Proposed Fee
Sec. 28-273 Fees; exceptions		
(a) Issuance fees. Yearly Valet Permits	$250	$260
(b) Special Event Fee	$50	$52

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 249-14/15 (Tab 16)

Amendment to Portland City Code Chapter 25, Article VII. Excavations, Section 25-119 Re: Excavators License Fee - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

This order amends the street opening excavator license fee from $595.00 annually to $596.00 annually.

Chapter 25 §119	Description	Current Fee	Proposed Fee
25 §119	***Excavator License:***	$595	$596

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 250-14/15 (Tab 17)

Amendment to Portland City Code Chapter 24 Sewers Article IV. Sewer User Charges Re: Sewer User Charges- Nicholas M. Mavodones, Jr., Chair.

In addition to increases in costs for Public Services and the Portland Water District Assessment, and decreases in debt service due to a primarily design cycle-year for the next Combined Sewer Overflow (CSO) conduit, the City continues to work with the Environmental Protection Agency (EPA)/ Maine Department of Environmental Protection (DEP) on maintaining the City's regulatory compliance with the CSO court order the City has signed, Municipal Separated Stormwater System (MS4) Permit compliance with DEP, and considering the costs and benefits of an Integrated Plan.

The Tier II CSO Long Term Control Plan (CSOLTCP) approved by the DEP is just finishing, and the next Tier III CSOLTCP has been approved by the DEP and is underway. Funding of the capital projects associated with both Tier II ($60 million) and Tier III ($170 million) projects totaling approximately $230 million over the next 20 years are expected.

To pay for this, financing is needed through bond proceeds to allow the cost to be spread over the life of the improvements; the cost is paid for exclusively through the Sewer User Fee at this time.

The sewer user fee, set by the City Council, was expected to increase to accommodate the cost of CSO work and MS4 compliance. This fee was last increased in July of 2014. The current rate is $8.81 per hundred cubic feet.

The proposed sewer rate for July 1, 2015 is $9.70 per hundred cubic feet and would be adjusted mid-fiscal year to $8.20 per hundred cubic feet on January 1, 2016 when the new stormwater service charge goes into effect.

This is a unit increase of $0.89 cents in July and a decrease of $1.50 in January when the new stormwater service charge program when it goes into effect.

For the average household (5 hundred cubic feet per month) this amendment creates an increase of $4.45 per month and then a decrease in January of $7.50 per month as stormwater costs are shifted over to the new stormwater service charge.

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st City Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

APPROPRIATION RESOLVE:

Order 251-14/15 (Tab 18) **Fiscal Year 2015-2016 Appropriation Resolve - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.**

This item brings forward the Appropriation Resolve for FY2016 for action by the City Council.

The Resolve contains the Finance Committee's forwarded budget for FY2016 for general municipal purposes in the amount of $221,770,295. In addition it contains the Finance Committee's recommended budget for FY2016 for school purposes.

The Finance Committee reviewed the Board of Education's recommended budget on April 9, 2015, by a vote of 4-0 recommended support for certain amendments and a final budget amount of $102,776,657.

The tax levy based upon the Finance Committee's recommended School Budget and City Manager's amended budget recommendations and for municipal purposes is $78,978,308 and $79,773,211 for school purposes. This would result in a combined tax levy of $158,751,519 for FY 2016. The tax rate based on the combined levies would be $20.58 per $1,000 of assessed value, a 2.9% increase.

The Appropriation Resolve also directs the Assessor of Taxes to assess a tax upon all real and personal property liable to be taxed as of April 1, 2015 and sets September 11, 2015, as the tax due date, which may be paid in two installments due on September 11, 2015, and March 11, 2016.

The delinquency rate of interest is set at 7.0% per year, and the abatement rate of interest is set at 3.0% per year.

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 269-14/15 (Tab 19) **Order Adopting Development Program for the Portland's Downtown District for Fiscal Year 2015-2016 – Sponsored by Michael J. Sauschuck, Acting City Manager.**

This order adopts the development program (as outlined in the agenda backup materials) for the Portland's Downtown District for fiscal year 2015-2016, submitted by the Acting City Manager, pursuant to 30-A M.R.S.A. Section 5244 (1).

This item must be read on two separate days. It was given a first reading on June 1, 2015. On June 15, 2015, this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 270-14/15 (Tab 20) **Order Assessing Maintenance and Implementation Assessments in the Portland's Downtown District for Fiscal Year 2015-2016 – Sponsored by Michael J. Sauschuck, Acting City Manager.**

This order assesses the sum of $746,307 to be raised and appropriated from the special assessments on all real estate situated within the boundaries of the Portland's Downtown District to fund maintenance and implementation costs for such district for the period beginning July 1, 2015 and ending on June 30, 2016.

This item must be read on two separate days. It was given a first reading on June 1, 2015. On June 15, 2015, this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 271-14/15 (Tab 21) **Order Approving and Authorizing the Acting City Manager to Enter into Master Agreement and Supplemental Services Agreement with Portland's Downtown District – Sponsored by Michael J. Sauschuck, Acting City Manager.**

This order approves and authorizes the City Manager to enter into a Master Agreement, with the Baseline Services provided in Exhibit B, with the Downtown Improvement District Corporation d/b/a Portland's Downtown Improvement District, to carry out the development plan for Portland's Downtown Improvement District for the period and also a Supplemental Services Agreement to implement Supplemental Public Works Services as approved in the Fiscal Year 2016 Appropriation Resolve, from and after July 1, 2015 and ending June 30, 2016.

This item must be read on two separate days. It was given a first reading on June 1, 2015. On June 15, 2015, this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

MICHAEL F. BRENNAN (MAYOR)
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NICHOLAS M. MAVODONES, JR. (A/L)

AGENDA
SPECIAL CITY COUNCIL MEETING
JUNE 24, 2015

The Portland City Council will hold a Special City Council Meeting on in City Council Chambers, City Hall. The Honorable Michael F. Brennan, Mayor, will preside.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

UNFINISHED BUSINESS:

BUDGET ITEMS:

Order 234-14/15 (Tab 1)

Order Authorizing Fiscal Year 2016 Administrative Fees in Various Departments - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

This order authorizes certain administrative charges.

The increases and new fees are located in the following departments and /or divisions: Fire: Confined Space and Public Services: Cemeteries and Street Openings Permit Fees.

At the June 1 City Council meeting, this item was postponed to this meeting to coincide with consideration of the Appropriation Resolve. Five affirmative votes are required for passage after public comment.

Order 235-14/15 (Tab 2)

Order Authorizing Increase in Trash Bag Fee - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

Description	Current Fee	Proposed Fee
15 gallon bag	$1.00	$1.35
30 gallon bag	$2.00	$2.70

City staff is recommending that the price of city trash bags be increased by 35%. The increased revenue would shift more of the cost of solid waste and recycling operations to users of this program and away from the general tax base. Users of the program will pay an additional amount for service based on the amount of waste they generate.

If approved, staff will implement a change in the bag color to purple. (This color is not being used by any of our neighboring towns.) Effective on the date of the fee increase, (July 1, 2015) solid waste crews will begin collecting the waste in the new bags. Residents will have until July 30 to use their supply of the current blue bags. After that date, crews will only collect trash in the new purple bags.

Staff will implement a program for residents and retailers to return or exchange blue bags they still have after July 30. This approach should limit excessive purchases of blue bags in advance of the fee change.

At the June 1st City Council meeting, this item was postponed to this meeting to coincide with consideration of the Appropriation Resolve. Five affirmative votes are required for passage after public comment.

Order 236-14/15 (Tab 3)

Order Authorizing City Manager or Acting City Manager to Enter into Certain Agreements to Implement the Fiscal Year 2016 Human Resources and Certain Fringe Benefits Budgets - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

This order authorizes the City Manager or Acting City Manager to enter into standard agreements and amendments to standard agreements with providers of services for the fiscal year 2016 in order to implement portions of human resources, medical, workers' compensation, and liability budgets.

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 237-14/15 (Tab 4)

Order Re: Self-Insured Liability Program - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

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

At the June 1st City Council meeting, this item was postponed to this meeting to coincide with consideration of the Appropriation Resolve. Five affirmative votes are required for passage after public comment.

Order 238-14/15 (Tab 5)

Order Authorizing City Manager or Acting City Manager to Enter into Certain Agreements to Implement Fiscal Year 2016 Health and Human Services Budget - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.

This order authorizes the City Manager to enter into standard agreements and amendments to those standard agreements to receive reimbursement for services by the Health and Human Services Department.

In addition, the City enters into agreements with service providers and landlords to provide services for department programs.

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st City Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 239-14/15 (Tab 6)

Order Authorizing City Manager or Acting City Manager to Accept Scholarship Trust Donations and Enter into Trust Agreements - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.

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

At the June 1st City Council meeting, this item was postponed to this meeting to coincide with consideration of the Appropriation Resolve. Five affirmative votes are required for passage after public comment.

Order 240-14/15 (Tab 7)

Order Authorizing Corporation Counsel to Undertake Civil Actions to Collect Delinquent Personal Property Taxes - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.

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

At the June 1st City Council meeting, this item was postponed to this meeting to coincide with consideration of the Appropriation Resolve. Five affirmative votes are required for passage after public comment.

Order 241-14/15 (Tab 8)

Order Authorizing Non-Union Wage Adjustment - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.

This Order authorizes the City Manager to make a 3% pay adjustment for all non-union employees effective July 1, 2015.

Each year, budgets permitting, the City of Portland increases the wages and salaries of non-union employees by an amount generally comparable to the amount given to employees covered by collective bargaining agreements.

This order will authorize the City Manager to increase the wages and salaries of non-union employees accordingly and to implement the new pay scale.

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 242-14/15 (Tab 9)

Order Designating Fiscal Year 2016 Funds for Specific Island Services - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

The municipal budget includes $40,000 for use on Peaks Island in addition to the funds used to pay for direct and indirect city services. Pursuant to a request from the Peaks Island Council these funds will be used as follows in FY16:

Item A:	Reimburse the Portland Police Department for the cost of establishing a Police Cadet on Peaks Island for the period of July 1 - September 18, 2015, for a one-season trial basis.	$1,500
Item B:	Issue quarterly vouchers in the amount of $50 per voucher per student to the parents of children attending the Peaks Island Elementary School who attain the age of 10 years or older during the school year.	$3,000
Item C:	Transfer to the Portland School Department to cover the cost of extending Portland School Department issued 10-month Casco Bay Lines passes for Peaks Island public middle and high school students to 12-month passes.	$4,400
Item D:	Expend monies from the Parking and Transportation Fund payable to Casco Bay Lines for Island resident college students: for up to 3 monthly stickers per student @ $82.45/sticker, not to exceed $2,000.	$2,000
Item E:	Issue vouchers in the amount of $84 per voucher per student to the parents of children attending private schools off-island.	$450

Item F:	Expend monies from the Parking and Transportation Fund payable to Casco Bay Lines to purchase tickets for needs-based Peaks Island residents.	$5,000
Item G:	Expend monies from the Parking and Transportation Fund payable to Casco Bay Lines to purchase bicycle tickets for a summer bike ticket program on Peaks Island.	$500
Item H:	Allocation to the Island Transportation System for continued support of the only transportation service available to residents.	$15,000
Item I:	Allocation to Peaks Island Tax & Energy Assistance (PITEA) for the express purposes of assisting eligible island residents with heating costs.	$3,000
Item J:	Allocation to the Peak Island Food Pantry for the express purposes of assisting eligible island residents with basic food needs.	$1,000
Item K:	Allocation to the City of Portland Recreation Division as a contribution towards the establishment of a Skateboard Park on Peaks Island.	$1,000
Item L:	Allocation to the Peaks Island Council for Administrative Expenses.	$3,150

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 243-14/15 (Tab 10)

Order for Fiscal Year 2016 Appropriating $200,000 from Excess Fund for Casco Bay Transit District - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

Appropriating $200,000 from the Casco Bay Island Transit District (CBITD) Excess Fund to Provide Matching Funds for Grants to CBITD. Pursuant to the lease agreement between the City and CBITD, Excess Revenues, as defined in the agreement, are accumulated and held until such time as the Council may appropriate them for purposes outlined in the agreement. CBITD has requested $200,000, to be used in providing a local match, to support the planning and design of a replacement vessel.

The agreement allows for use of Excess funds for capital costs, so this request is acceptable for that purpose.

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

RELATED ORDINANCE AMENDMENTS:

Order 244-14/15 (Tab 11)

Amendment to Portland City Code Chapter 5 (Animals & Fowl) Article VI. Keeping of Domesticated Chickens, Section 401(b) Re: Chicken Permit Annual Fee - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.

This order amends (only) the fees in Chapter 5 §401 as follows:

Chapter 5	Description	Current Fee	Proposed Fee
Sec. 5-401	***Permit Required:***		
(b)	**Annual Permit to Keep Chickens:**	$25.00	$26.00

This item must be read on two separate days. It was given a first reading on May 18th. Five affirmative votes are required for passage after public comment.

Order 245-14/15 (Tab 12)

Amendment to Portland City Code Chapter 10. Fire Prevention and Protection Article II - Fire Code, Section 10-18 Re: Fire Permit Fees - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.

This order amends (only) the fees in Chapter 10 §18 as follows:

Chapter 10	Description	Current Fee	Proposed Fee
Sec. 10-18	***Amendments:***		
(c)	**Section 1.12.7:**		
	Application for Flammable Finishes	$160.00 (D)	$166.00 (D)
	Bulk Waste Storage	$160.00 (D)	$166.00 (D)
	Certificate of Fitness for Fire Alarm Service ad Installation Company	$250.00 each	SAME
	Cutting and Welding (Permanent Facilities)	$60.00 (D)	$62.00 (D)
	Dry Cleaning Plants	$60.00 (D)	$62.00 (D)
	Fire Alarm Inspections Sticker	$20.00 each	SAME
	Fireworks Display	$141.00**	SAME
	Flammable or combustible liquids, other than motor fuel dispensing	$160.00 (D)	$166.00 (D)

	Hazardous materials	$60.00 (D)	$62.00
	Hot Work (Temporary)	$25.00	SAME
	Motor Fuel Dispensing and Refueling	$160.00 (D)	$166.00 (D)
	Special Type Dispensing Systems, other than Flammable or Combustible Liquids	$160.00 (A) (D)	$166.00 (A) (D)
	Repair Garages and Service Stations	$160.00 (D)	$166.00 (D)
	Woodworking and Lumber Storage Plants	$100.00 (D)	$104.00 (D)

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st City Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 246-14/15 (Tab 13)

Amendment to Portland City Code Chapter 15 (Licenses and Permits*) Article I Section 15-12 Re: Fees and Reorganization - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Chair.

This order reorganizes the fee sequence and the fees in Chapter 15 §12 as follows:
(a)

Description	Current Fee	Proposed Fee
Bottle clubs (must obtain FSE and special entertainment if applicable) (Chapter 3 Art. II):	$860	$895.00
Amusement devices (Chapter 4 Art. II):		
Amusement devices (other than pinball and adult amusements), per device	$140	$146.00
Pinball machines, per device	$140	$146.00
Adult amusement devices, per location	$895	$931.00
Music, dancing and special entertainment (Chapter 4 Art. III):		
Entertainment with dancing	$485	$504.00
Entertainment without dancing	$270	$281.00
After-hours Entertainment	$545	$567.00
Dance hall	$135	$140.00
Concert hall	$135	$140.00
Single dance	$35	$36.00
Single concert	$35	$36.00

Description	Current Fee	Proposed Fee
Gaming (Chapter 4 Art. IV):		
Beano	$95	$99.00
Nudity in licensed businesses (Chapter 4 Art. V):	$1,350	$1,404.00
Food service establishments (FSE) (Chapter 11 Art. II):		
Temporary FSE:		
Reinspection fee for FSE	$75	$75.00 per reinspection
a. Unopened prepackaged food	$85	$89.00
b. Opened or nonprepackaged food	$85	$89.00
Mobile FSE (Chapter 19): a. pushcarts	$295	$307.00
b. Food Trucks	$500	$520.00
c. Base station (for all mobile FSE)	$110	$114.00
Street vendor cooler storage space – maximum of 7 sq. ft.	$35 per 3.5 sq. ft. of space	$36.00 per 3.5 sq. ft. of space
FSE-No food preparation on premises	$165	$172.00
FSE-With preparation limited to hot beverages only	$135	$135.00
FSE-With beer and wine take out	$380	$395.00
FSE/Community Kitchen - Food preparation on premises	$420	$437
FSE Community Kitchen User	$100	$104.00
FSE's with liquor:		
FSE-Class A lounge (Class X)	$2,540	$2,642.00
FSE-Class A restaurant (Class I)	$1,715	$1,784.00
FSE-Hotel (Class IA):		
FSE-Class A restaurant/lounge (Class XI)	$2,130	$2,215.00
FSE-Qualified catering service (Class I)	$1,715	$1,784.00
Innholder-15 rooms or less	$1,315	$1,368.00
Innholder-16 to 40 rooms	$1,765	$1,836.00
Innholder-more than 40 rooms	$2,050	$2,132.00
FSE-Spirituous license (Class II)	$560	$582.00
FSE-Vinous license (Class III)	$375	$390.00
FSE-Malt license (Class IV)	$755	$785.00
FSE-Malt and vinous license (Classes III and IV combined)	$830	$863.00
FSE-Nonprofit club (Class IV with catering or Class V without catering)	$675	$702.00
FSE-Liquor catering	$30	$31.00

Description	Current Fee	Proposed Fee
FSE-Temporary (bona fide nonprofit organization) with any spirituous, vinous or malt license and special entertainment	$60	$62.00
FSE-Auditorium	$535	$556.00
FSE-Civic Auditorium	$1,695	$1,763
Massage Establishments (Chapter 16):		
Massage establishment	$60	$62.00
Combined massage establishment/massage therapist	$50	$52.00
Massage therapist	$35	$36.00
Conditional massage therapist	$35	$36.00
Night Street Vendor (must also obtain FSE and street vendor) (Chapter 19 Art. II):	$200	$208.00
Transient sellers (Chapter 19 Art. III):	$100	$104.00
Secondhand Goods (Chapter 23 Art. II):		
Flea market seller	$20	$21.00
Flea Markets (per day) Operator (annual)	$50 $225	$52.00 $234.00
Secondhand dealer, junk dealer, pawnbroker (including used cars)	$140	$146.00
Junk collector	$25	$25.00
Valet Parking (Chapter 28, Article VII)	$250.00	$260.00
Valet Parking Special Event	$50.00	$52.00
Wreckers and Vehicle Towing (Chapter 28 Art. VIII):	$255	$265.00

(b) Fees for licenses to be established by the city pursuant to state law shall be as follows:

Amusements, including images; pageantry; sleight of hand tricks; puppet shows; feats of balancing; wire dancing; personal agility; or dexterity	$20	$21
Billiards or pool, per table	$30	$31
Bowling alley, per establishment	$85	$88
Carnival (travelling amusement show)	$110	$114
Circus-	$165	$172
Circus (bona fide nonprofit organization)	$25	$26
Going-out-of business sale	$95	$99
Menageries	$20	$21
Merry-go-round or other rides, per type of ride (per day)	$60	$62
Merry-go-round or other rides, per type of ride (annual)	$235	$244
Motion picture theatres (other than open-air drive-in) operating more than six (6) months:		
Seating capacity 999 or less, per screen	$270	$281
Seating capacity 1,000 or more, per screen	$445	$463
Temporary—One (1) week or less	$30	$31
Temporary—More than one (1) week but less tban two (2) months	$45	$47

Temporary—More than two (2) months but less than six (6) months	$70	$73
Roller skating rink	$150	$156

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting, this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 247-14/15 (Tab 14)

Amendment to Portland City Code Chapter 25, Article II. Division 2 Permits Re: Street and Sidewalk Occupancy Permit - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

This order amends (only) the fees in Chapter 25 §25-27 as follows:

Description	Current Fee	Proposed Fee
Issuance of a Revocable Street and Sidewalk Occupancy Permit:		
(a1) Objects other than portable signs, including but not limited to tables, chairs, barricades and bollards	$85	$88
(a5) Use of streets, ways or public places by street goods vendors as defined in Section 19-16 for purposes of vending	$35	$36

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st meeting, this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 248-14/15 (Tab 15)

Amendment to Portland City Code Chapter 28 (Traffic and Motor Vehicles) Article VII. Re: Valet Parking Fees; exceptions - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

This order amends (only) the fees in Chapter 28 §28-273 as follows:

Description	Current Fee	Proposed Fee
Sec. 28-273 Fees; exceptions		
(a) Issuance fees. Yearly Valet Permits	$250	$260
(b) Special Event Fee	$50	$52

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 249-14/15 (Tab 16)

Amendment to Portland City Code Chapter 25, Article VII. Excavations, Section 25-119 Re: Excavators License Fee - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.

This order amends the street opening excavator license fee from $595.00 annually to $596.00 annually.

Chapter 25 §119	Description	Current Fee	Proposed Fee
25 §119	*Excavator License:*	$595	$596

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 250-14/15 (Tab 17)

Amendment to Portland City Code Chapter 24 Sewers Article IV. Sewer User Charges Re: Sewer User Charges- Nicholas M. Mavodones, Jr., Chair.

In addition to increases in costs for Public Services and the Portland Water District Assessment, and decreases in debt service due to a primarily design cycle-year for the next Combined Sewer Overflow (CSO) conduit, the City continues to work with the Environmental Protection Agency (EPA)/ Maine Department of Environmental Protection (DEP) on maintaining the City's regulatory compliance with the CSO court order the City has signed, Municipal Separated Stormwater System (MS4) Permit compliance with DEP, and considering the costs and benefits of an Integrated Plan.

The Tier II CSO Long Term Control Plan (CSOLTCP) approved by the DEP is just finishing, and the next Tier III CSOLTCP has been approved by the DEP and is underway. Funding of the capital projects associated with both Tier II ($60 million) and Tier III ($170 million) projects totaling approximately $230 million over the next 20 years are expected.

To pay for this, financing is needed through bond proceeds to allow the cost to be spread over the life of the improvements; the cost is paid for exclusively through the Sewer User Fee at this time.

The sewer user fee, set by the City Council, was expected to increase to accommodate the cost of CSO work and MS4 compliance. This fee was last increased in July of 2014. The current rate is $8.81 per hundred cubic feet.

The proposed sewer rate for July 1, 2015 is $9.70 per hundred cubic feet and would be adjusted mid-fiscal year to $8.20 per hundred cubic feet on January 1, 2016 when the new stormwater service charge goes into effect.

This is a unit increase of $0.89 cents in July and a decrease of $1.50 in January when the new stormwater service charge program when it goes into effect.

For the average household (5 hundred cubic feet per month) this amendment creates an increase of $4.45 per month and then a decrease in January of $7.50 per month as stormwater costs are shifted over to the new stormwater service charge.

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st City Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

APPROPRIATION RESOLVE:

Order 251-14/15 (Tab 18) **Fiscal Year 2015-2016 Appropriation Resolve - Sponsored by the Finance Committee, Councilor Nicholas M. Mavodones, Jr., Chair.**

This item brings forward the Appropriation Resolve for FY2016 for action by the City Council.

The Resolve contains the Finance Committee's forwarded budget for FY2016 for general municipal purposes in the amount of $221,770,295. In addition it contains the Finance Committee's recommended budget for FY2016 for school purposes.

The Finance Committee reviewed the Board of Education's recommended budget on April 9, 2015, by a vote of 4-0 recommended support for certain amendments and a final budget amount of $102,776,657.

The tax levy based upon the Finance Committee's recommended School Budget and City Manager's amended budget recommendations and for municipal purposes is $78,978,308 and $79,773,211 for school purposes. This would result in a combined tax levy of $158,751,519 for FY 2016. The tax rate based on the combined levies would be $20.58 per $1,000 of assessed value, a 2.9% increase.

The Appropriation Resolve also directs the Assessor of Taxes to assess a tax upon all real and personal property liable to be taxed as of April 1, 2015 and sets September 11, 2015, as the tax due date, which may be paid in two installments due on September 11, 2015, and March 11, 2016.

The delinquency rate of interest is set at 7.0% per year, and the abatement rate of interest is set at 3.0% per year.

This item must be read on two separate days. It was given a first reading on May 18th. At the June 1st Council meeting this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 269-14/15 (Tab 19) **Order Adopting Development Program for the Portland's Downtown District for Fiscal Year 2015-2016 – Sponsored by Michael J. Sauschuck, Acting City Manager.**

This order adopts the development program (as outlined in the agenda backup materials) for the Portland's Downtown District for fiscal year 2015-2016, submitted by the Acting City Manager, pursuant to 30-A M.R.S.A. Section 5244 (1).

This item must be read on two separate days. It was given a first reading on June 1, 2015. On June 15, 2015, this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 270-14/15 (Tab 20) **Order Assessing Maintenance and Implementation Assessments in the Portland's Downtown District for Fiscal Year 2015-2016 – Sponsored by Michael J. Sauschuck, Acting City Manager.**

This order assesses the sum of $746,307 to be raised and appropriated from the special assessments on all real estate situated within the boundaries of the Portland's Downtown District to fund maintenance and implementation costs for such district for the period beginning July 1, 2015 and ending on June 30, 2016.

This item must be read on two separate days. It was given a first reading on June 1, 2015. On June 15, 2015, this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 271-14/15 (Tab 21) **Order Approving and Authorizing the Acting City Manager to Enter into Master Agreement and Supplemental Services Agreement with Portland's Downtown District – Sponsored by Michael J. Sauschuck, Acting City Manager.**

This order approves and authorizes the City Manager to enter into a Master Agreement, with the Baseline Services provided in Exhibit B, with the Downtown Improvement District Corporation d/b/a Portland's Downtown Improvement District, to carry out the development plan for Portland's Downtown Improvement District for the period and also a Supplemental Services Agreement to implement Supplemental Public Works Services as approved in the Fiscal Year 2016 Appropriation Resolve, from and after July 1, 2015 and ending June 30, 2016.

This item must be read on two separate days. It was given a first reading on June 1, 2015. On June 15, 2015, this item was postponed to this meeting. Five affirmative votes are required for passage after public comment.

Order 234-14/15
~~Tab 2 5-4-15~~
~~Tab 11 5-18-15~~
~~Tab 11 6-1-15~~

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)
Tab 1 6-22-15

ORDER APPROVING FISCAL YEAR 2016 ADMINISTRATIVE FEES IN VARIOUS DEPARTMENTS

ORDERED, that the administrative fees in the Fire Department for Confined Space Rescue Services and Department of Public Services for Cemeteries and Street Openings, as shown in the schedules attached hereto, are hereby approved; and

BE IT FURTHER ORDERED, that these fees shall be effective on July 1, 2015 unless otherwise noted; and

BE IT FURTHER ORDERED, that all other administrative fees currently in effect that are not otherwise changed herein shall remain in effect for Fiscal Year 2016.

Portland, Maine Yes. Life's good here.

Michael J. Bobinsky
Director of Public Services

TO: Michael Sauschuk, Acting City Manager
FROM: Michael Bobinsky, Director of Public Services
DATE: May 21, 2015
SUBJECT: Revenue Change – Event Fees

We are recommending a variety of fee increases related to the use of public space for private events. The Department of Public Services permits approximately 400 events every year. The number and complexity of these events is placing an increasing burden on staff resources. Our goal is to more accurately capture costs accrued by the City to support the events, protect City infrastructure and ensure safety of participants and the public. Staff reviewed fee schedules in comparable communities and found that our charges are lower.

The proposed fees are tiered and assign charges based on the level of demand placed on City resources and impact on City infrastructure.

	Current	Proposed
Park or Public Space Permit	$40/hr	$50/hr
Event with registration or pledges & attendance 25 – 300	$40/hr	$100/hr
Event with registration or pledges & attendance 301+	$40/hr	$200/hr
Impact/Street Closure Fee (variable based on impact)	$0	$100-$500
Admin/Staff Fee (support at events & excessive administrative impact)	$0	$30/hr
Non-Resident Fee (charged organizations based outside Portland)	$0	$100/event
Wedding Permit	$40/hr0	$100/hr
Wedding Fee (Fort Allen Park & Gazebo)	$40/hr	$250/hr
Block Party Permit	$25/event	$25/event
Banner Permit	$50/week	$50/week
Porta Restroom User Fee	$25/event	$25/event
Film Shoot	$100/day	$100/day

Michael J. Bobinsky
Director of Public Services

TO: Michael Sauschuk, Acting City Manager
FROM: Michael Bobinsky, Director of Public Services
DATE: May 21, 2015
SUBJECT: Revenue Change – Event Fees

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Film Shoot	$100/day	$100/day

Portland Fire Department
Headquarters
Office of the Chief of Department

To: Sheila Hill-Christian, Acting City Manager
From: Jerome F. LaMoria, Fire Chief
Date: 1.13.15
RE: FY16 Revenue Fee Schedule Changes

The Fire Department is proposing to add three new fees to the FY16 Administrative Fee Schedule. These fees are related to responses to confined space rescue involving entities with no contracted rescue team as required by federal law. Any entity who has contracted with the Portland Fire Department Confined Space Rescue Cooperative will not be billed for this response.

The first fee is $5,000.00 for any response to an incident involving a permit required confined space as specified by OSHA 1910.146 regulation. This fee is to cover the cost associated with maintaining the capabilities of a Confined Space Rescue Team.

The second fee is to offset the cost of all heavy apparatus utilized as part of the response.

The third fee is to offset the cost of personnel utilized as part of the response.

These fees conform to the FEMA table of reimbursement rates and industry standards. As you may recall in previous discussions, the purpose of OSHA requirements are that entities engaged in permit required confined space entries are operating safely and that the cost associated with potential rescues is not absorbed by local tax payers.

Please do not hesitate to contact me should you have any questions or concerns.

FY16 REVENUE FEE SCHEDULE CHANGE

Department: **Fire**

Administrative Fees

Account #	Revenue Description	Current Fee	FY 16 Proposed Fee
100-2201-341-00-00	Copy of Fire Report	$ 15.00	$ 15.00
100-2203-342-00.00	ALS Non Emergency Transport	$ 559.00	$ 559.00
100-2203-342-00.00	BLS NonEmergency Transport	$ 468.00	$ 468.00
100-2203-342-00.00	BLS Emergency Transport	$ 748.00	$ 748.00
100-2203-342-00.00	ALS Emergency Transport	$ 888.00	$ 888.00
100-2203-342-00.00	ALS 2 Emergency Transport	$ 1,266.00	$ 1,266.00
100-2203-342-00.00	Speciality Care Transport	$ 1,520.00	$ 1,520.00
100-2203-342-00.00	ALS Mileage	$ 18.06	$ 18.06
100-2203-342-00.00	BLS Mileage	$ 18.06	$ 18.06
100-2203-342-00.00	Oxygen	$ 110.00	$ 110.00
100-2203-342-00.00	Airways	$ 148.00	$ 148.00
100-2203-342-00.00	IV Therapy	$ 206.00	$ 206.00
100-2203-342-00.00	EKG	$ 206.00	$ 206.00
100-2203-342-00.00	Intercept	$ 451.00	$ 451.00
100-2203-342-00.00	Defib.	$ 194.00	$ 194.00
100-2203-342-00.00	Critical Care Transfer	$ 839.00	$ 839.00
100-2203-342-00.00	Non-Emergency Mileage	$ 18.06	$ 18.06
100-2203-342-00.00	Capnography	$ 138.00	$ 138.00
100-2203-342-00.00	EZ IO/Intraosseaus Access	$ 275.00	$ 275.00
100-2203-342-00.00	ALS on SceneCare	$ 888.00	$ 888.00
100-2203-342-00.00	ALS 2 on Scene Care	$ 1,266.00	$ 1,266.00
100-2203-342-00.00	Fire Response to Vehicle Crashes	$ 400.00	$ 400.00
100-2203-342-00.00	Heavy Rescue Utilization	$ 650.00	$ 650.00
100-2203-342-00.00	Rescue Equipment - Spreader	$ 150.00	$ 150.00
100-2203-342-00.00	Rescue Equipment - Cutter	$ 150.00	$ 150.00
100-2203-342-00.00	Rescue Equipment - Rams	$ 150.00	$ 150.00
100-2203-342-00.00	Rescue Equipment - Air Bags	$ 150.00	$ 150.00
100-2203-342-00.00	Level I HazMat Response	$250.00/hour/unit	$250.00/hour/unit
100-2203-342-00.00	HazMat Still Response	$ 125.00	$ 125.00
100-2203-342-00.00	HazMat Plug Kit	$ 65.00	$ 65.00

New FY16 Fees

100-2203-341-00-00	Confined Space Rescue Response for Non Contracted Entities*	N/A	**$5,000/Response**
100-2203-341-00-00	Heavy Apparatus Utilization*	N/A	**$250.00/hour/unit**
100-2203-341-00-00	Confined Space Personnel Cost*	N/A	**$70.00/hr/person**

*All applicable fines to be billed to Non Contracted Entity

Updated: 02/10/15

Michael J. Bobinsky
Director of Public Services

TO: Sheila Hill-Christian, Acting City Manager
FROM: Michael J Bobinsky, Director of Public Services
DATE: April 24, 2015
SUBJECT: Revenue Fee Changes – Cemeteries

We are recommending a 10% across the board rate increase for cemetery services in FY16. Adjustments were made so that prices are even amounts. (See attached list.) We have not increased fees since 2010, so this reflects an increase of 2% per year for the past five years.

Our prices for services fall within the median range as compared to other cemeteries in the New England region. We need to increase our fees to compensate for our increased cost to do business. We will be spending approximately $500,000 as part of a CIP project on expanding Evergreen Cemetery, which will provide an additional 800 graves and a 300 niche columbarium wall, all of which will increase our maintenance burden. In addition, we are establishing new fees for the columbarium niches which are a new feature under construction as part of the expansion plans.

Overall increase to revenue budget is approximately $45,000.

CC: Jennifer Lodge, Assistant Budget Director
Joe Dumais, Parks & Cemeteries Coordinator
Pat Handrahan, Principal Financial Officer

FY16 REVENUE FEE SCHEDULE CHANGE

Department: Public Services Division: Cemeteries

Account #	Revenue Description	Current Rate	FY16 Proposed Rate
RESIDENT FEES:			
100-3102-363-00-00	Wilde Chapel Rental	$500	$500
100-3102-347-05-00	Holiday Wreaths	$30-$45	$30-$45
	Interments, Conventional		
100-3102-347-01-00	Weekday	$790	$870
100-3102-347-01-00	Weekday – after 2:30 pm	$790 + $105/hr	$870 + $115/hr
100-3102-347-01-00	Saturday – before 11:00 am	$945	$1,040
100-3102-347-01-00	Saturday – after 11:00 am	$1,160	$1,275
	Interments, Child (under 5 years)		
100-3102-347-01-00	Weekday	$525	$575
100-3102-347-01-00	Weekday – after 2:30 pm	$525 + $105/hr	$575 + $115/hr
100-3102-347-01-00	Saturday – before 11:00 am	$790	$870
100-3102-347-01-00	Saturday – after 11:00 am	$945	$1,040
	Internments, Infant (under 1 year)		
100-3102-347-01-00	Weekday	$315	$345
100-3102-347-01-00	Weekday – after 2:30 pm	$315 + $105/hr	$345 + $115/hr
100-3102-347-01-00	Saturday – before 11:00 am	$540	$590
100-3102-347-01-00	Saturday – after 11:00 am	$620	$680
	Vault Setting Fee		
100-3102-347-01-00	All Interments	$160	$175
100-3102-347-01-00	Cremation – Urn Vault Placement	$195	$215
100-3102-347-01-00	Placement of Funeral Home Provided Vault	$55	$60
	Grave Re-use Fee		
100-3102-347-01-00	For cremains buried on top of existing casket	$315	$350
	Interments, Cremains		
100-3102-347-01-00	Weekday	$420	$460
100-3102-347-01-00	Weekday – after 2:30 pm	$420+$105/hr	$460 +$115/hr
100-3102-347-01-00	Saturday – before 11:00 am	$570	$630
100-3102-347-01-00	Saturday – after 11:00 am	$680	$750
	Disinterments, Conventional		
100-3102-347-01-00	Within Cemetery (container additional)	$1,800	$1,980
100-3102-347-01-00	Outside Cemetery (container additional)	$900	$990
	Disinterments, Child (under 5 years)		
100-3102-347-01-00	Within Cemetery (container additional)	$1,050	$1,150
100-3102-347-01-00	Outside Cemetery (container additional)	$525	$575

FY16 REVENUE FEE SCHEDULE CHANGE

Department: Public Services Division: Cemeteries

Account #	Revenue Description	Current Rate	FY16 Proposed Rate
	Disinterments, Cremains		
100-3102-347-01-00	Within Cemetery	$840	$920
100-3102-347-01-00	Outside Cemetery	$420	$460
100-3102-347-01-00	Winter Rates for Burials/Disinterments – Additional Fee (December 1 – April 1)	$100	$110
100-3102-347-01-00	Clearing Grounds for Tent Placement (December 1 – April 1)	$100	$110
	FY16 New Proposed Fees:		
100-3102-347-01-00	Columbarium (30% to perpetual care)	NA	$1,610
100-3102-347-01-01	Second inurnment	NA	$200
	Lot Sales – Forest City		
100-3102-347-07-00	Single Lot	$745	$820
100-3102-347-07-00	Two (2) Grave Lot	$1,490	$1,640
100-3102-347-07-00	Three (3) Grave Lot	$2,235	$2,460
100-3102-347-07-00	Four (4) Grave Lot	$2,980	$3,280
100-3102-347-07-00	Five (5) Grave Lot	$3,725	$4,100
100-3102-347-07-00	Cremation Garden	$390	$430
100-3102-347-07-00	Odd-shaped Lots – Resident (per sq.ft.)	$18	$20
	Lot Sales – Evergreen		
100-3102-347-07-00	Single Lot	$890	$980
100-3102-347-07-00	Two (2) Grave Lot	$1,785	$1,960
100-3102-347-07-00	Three (3) Grave Lot	$2,780	$2,940
100-3102-347-07-00	Four (4) Grave Lot	$3,570	$3,920
100-3102-347-07-00	Five (5) Grave Lot	$4,460	$4,900
100-3102-347-07-00	Veterans Section	$630	$695
100-3102-347-07-00	Cremation Garden	$475	$525
100-3102-347-07-00	Odd-shaped Lots – Resident (per sq.ft.)	$18	$20
100-3102-347-07-00	Historic Section - Single	$2,625	$2,900
100-3102-347-07-00	Historic Section – Double	$5,250	$5,800
	Foundations		
100-3102-347-02-00	Price per square inch of concrete	$0.80	$0.90
100-3102-347-02-00	Government Marker (includes setting)	$0	$0
100-3102-347-02-00	Bronze Marker, single (includes setting)	$95	$105
100-3102-347-02-00	Bronze Marker, double (includes setting)	$140	$155
100-3102-347-02-00	Cremation Garden Marker	$65	$70
	Annual Care		
100-3102-347-04-00	Payment for one year's care of one grave lot	$40	$45
100-3102-347-04-00	Monument Cleaning – Varies with size	$25-$500	$25-$500
	Perpetual Care		
100-3102-391-00-00	One-time Perpetual Care Fee	$105	$105

FY16 REVENUE FEE SCHEDULE CHANGE

Department: Public Services Division: Cemeteries

Account #	Revenue Description	Current Rate	FY16 Proposed Rate
NON-RESIDENT:			
100-3102-363-00-00	Wilde Chapel Rental	$650	$650
100-3102-347-05-00	Holiday Wreaths	$30-$45	$30-$45
	Interments, Conventional		
100-3102-347-01-00	Weekday	$950	$1,050
100-3102-347-01-00	Weekday – after 2:30 pm	$950 + $105/hr	$1,050 + $115/hr
100-3102-347-01-00	Saturday – before 11:00 am	$1,135	$1,250
100-3102-347-01-00	Saturday – after 11:00 am	$1,385	$1,525
	Interments, Child (under 5 years)		
100-3102-347-01-00	Weekday	$630	$690
100-3102-347-01-00	Weekday – after 2:30 pm	$630 + $105/hr	$690 + $115/hr
100-3102-347-01-00	Saturday – before 11:00 am	$945	$1,040
100-3102-347-01-00	Saturday – after 11:00 am	$1,135	$1,245
	Internments, Infant (under 1 year)		
100-3102-347-01-00	Weekday	$375	$410
100-3102-347-01-00	Weekday – after 2:30 pm	$375 + $105/hr	$410 + $115/hr
100-3102-347-01-00	Saturday – before 11:00 am	$640	$700
100-3102-347-01-00	Saturday – after 11:00 am	$745	$820
	Vault Setting Fee		
100-3102-347-01-00	All Interments	$160	$175
100-3102-347-01-00	Cremation – Urn Vault Placement	$195	$215
100-3102-347-01-00	Placement of Funeral Home Provided Vault	$55	$60
	Grave Re-use Fee		
100-3102-347-01-00	For cremains buried on top of existing casket	$315	$350
	Interments, Cremains		
100-3102-347-01-00	Weekday	$505	$555
100-3102-347-01-00	Weekday – after 2:30 pm	$505+$105/hr	$555 +$115/hr
100-3102-347-01-00	Saturday – before 11:00 am	$670	$740
100-3102-347-01-00	Saturday – after 11:00 am	$810	$890
	Disinterments, Conventional		
100-3102-347-01-00	Within Cemetery (container additional)	$1,890	$2,100
100-3102-347-01-00	Outside Cemetery (container additional)	$945	$1,050
	Disinterments, Child (under 5 years)		
100-3102-347-01-00	Within Cemetery (container additional)	$1,260	$1,380
100-3102-347-01-00	Outside Cemetery (container additional)	$630	$690

FY16 REVENUE FEE SCHEDULE CHANGE

Department: Public Services Division: Cemeteries

Account #	Revenue Description	Current Rate	FY16 Proposed Rate
	Disinterments, Cremains		
100-3102-347-01-00	Within Cemetery	$1,010	$1,110
100-3102-347-01-00	Outside Cemetery	$505	$555
100-3102-347-01-00	Winter Rates for Burials/Disinternments: Additional Fee (December 1 – April 1)	$100	$110
100-3102-347-01-00	Clearing Grounds for Tent Placement (December 1 – April 1)	$100	$110
	FY16 New Proposed Fees:		
100-3102-347-01-00	Columbarium (30% to perpetual care)	NA	$1,900
100-3102-347-01-00	Second inurnment	NA	$240
	Lot Sales – Forest City		
100-3102-347-07-00	Single Lot	$855	$940
100-3102-347-07-00	Two (2) Grave Lot	$1,710	$1,880
100-3102-347-07-00	Three (3) Grave Lot	$2,565	$2,820
100-3102-347-07-00	Four (4) Grave Lot	$3,420	$3,760
100-3102-347-07-00	Five (5) Grave Lot	$4,275	$4,700
100-3102-347-07-00	Cremation Garden	$440	$485
100-3102-347-07-00	Odd-shaped Lots – Resident (per sq.ft.)	$22	$22
	Lot Sales – Evergreen		
100-3102-347-07-00	Single Lot	$1,070	$1,180
100-3102-347-07-00	Two (2) Grave Lot	$2,140	$2,360
100-3102-347-07-00	Three (3) Grave Lot	$3,215	$3,540
100-3102-347-07-00	Four (4) Grave Lot	$4,285	$4,720
100-3102-347-07-00	Five (5) Grave Lot	$5,355	$5,900
100-3102-347-07-00	Veterans Section	$755	$830
100-3102-347-07-00	Cremation Garden	$570	$630
100-3102-347-07-00	Odd-shaped Lots – Resident (per sq.ft.)	$22	$25
100-3102-347-07-00	Historic Section - Single	$3,150	$3,470
100-3102-347-07-00	Historic Section – Double	$6,300	$6,930
	Foundations		
100-3102-347-02-00	Price per square inch of concrete	$0.90	$1.00
100-3102-347-02-00	Government Marker (includes setting)	$0	$0
100-3102-347-02-00	Bronze Marker, single (includes setting)	$95	$105
100-3102-347-02-00	Bronze Marker, double (includes setting)	$140	$155
100-3102-347-02-00	Cremation Garden Marker	$65	$70
	Annual Care		
100-3102-347-04-00	Payment for one year's care of one grave lot	$40	$45
100-3102-347-04-00	Monument Cleaning – Varies with size	$25-$500	$25-$500
	Perpetual Care		
100-3102-391-00-00	One-time Perpetual Care Fee	$105	$105

Michael J. Bobinsky
Director of Public Services

TO: Sheila Hill-Christian, Acting City Manager
FROM: Michael J Bobinsky, Director of Public Services
DATE: April 24, 2015
SUBJECT: Revenue Fee Changes – Permit Fees

We are recommending an increase in street opening fees to reflect an approximate increase in revenue of $53,000 or 21%. This increase is derived from both increase number of permits expected to be issued; as well as increased costs associated with running the program.

Based on a three year average it's anticipated that the number of permits will increase by 80. Program costs, including salaries, are expected to increase $24,000 or 9%. We are recommending an increase in street opening permits from $270 to $295, Sidewalk opening permits from $202 to $206.50 and esplanade/other permits from $135 to $147.50.

CC: Pat Handrahan, Principal Financial Officer
Jennifer Lodge, Assistant Budget Director
Rhonda Zazzara, Field Inspection Coordinator

FY16 REVENUE FEE SCHEDULE CHANGE

Administrative Fees

Department **Public Services/Street Openings**

Account #	Revenue Description	Current Fee	FY16 Proposed Fee
247-3100-321-03-00	Street Opening Permits:		
	1. Street Opening Permit	$270.00	$295.00
	2. Sidewalk Opening Permit	$202.00	$206.50
	3. Esplanade/Other opening permit	$135.00	$147.50
247-3100-321-06-00	Permanent Pavement Restoration	$45.00	$ 45.00

Prepared: 04/21/15

Order 235-14/15
~~Tab 3 5-4-15~~
~~Tab 12 5-18-15~~
~~Tab 12 6-1-15~~

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)
Tab 2 6-24-15

ORDER AUTHORIZING INCREASE IN THE TRASH BAG FEE

ORDERED, pursuant to Section 12-18(d) of the Portland City Code, the cost of purple city trash bags, which will replace blue city trash for curbside trash collection, shall be as follows:

Size	Current Cost	Proposed Cost
15 Gallon	1.00 each	1.35
30 Gallon	2.00 each	2.70

BE IT FURTHER ORDERED, the current blue and the new purple city trash bags shall both be accepted for curbside collection in the month of July. Beginning on August 3, 2015, only purple trash bags will be accepted for curbside collection; and

BE IT FURTHER ORDERED, that the effective date of this order is July 1, 2015.

Portland, Maine — Yes. Life's good here.

Michael J. Bobinsky
Director of Public Services

TO: Sheila Hill-Christian, Acting City Manager
FROM: Michael J Bobinsky, Director of Public Services
DATE: April 24, 2015
SUBJECT: Revenue Fee Changes – Solid Waste Bag Fees

In a Pay-As-You-Throw ("PAYT") program like Portland's residents pay for the collection of municipal solid waste based on the amount they throw away. This creates a direct economic incentive to recycle more and to generate less waste. The City of Portland PAYT program was implemented in 1999 (FY00) after review and recommendation by a panel of Recycling Advisory Committee members. In or program bag fees do not offset the complete cost of the solid waste division. They instead split the cost of solid waste collection and removal between solid waste generators and taxpayers. In original program documentation it was noted that "the price per bag would be set and reviewed annually through the budget process by City Council". However, the bag fees have not been reviewed or increased every year since program inception. In the nearly 17 years since the program began bag fees have only been raised four times (and only twice in the last decade).

Meanwhile, Portland has continued to be a leader in responsible disposal of all types of waste, expanding the number of program offerings and households served. In FY00, the year the PAYT program began; total Solid Waste Division costs were only $1.6M, with a net cost to the taxpayer of $410k after collection of bag fee and other program revenues. By FY05, program offerings had significantly expanded and included options for citizens to dispose of yard waste, construction waste, universal waste, hazardous waste and many other types of waste. Total Solid Waste Division costs had risen accordingly, up to $2.2M with $796k falling onto the taxpayer. In the years since the City's last bag fee increase (FY11-15) total Solid Waste Division costs have averaged $3.8M per year, with total average net cost to taxpayers of $1.9M per year. Meanwhile, Portland's bag fees have remained lower than any surrounding jurisdiction even while the levy on City taxpayers has continued to rise.

City staff is recommending that the bag fee be increased by 35% to rebalance the cost of solid waste collection and disposal between the taxpayers and generators of solid waste. This lightens the taxpayer burden by generation of an additional $517,000 in revenue from the solid waste generating population.

The proposed bag fees are as follows:
15 gallon trash bags $1.35 per bag ($13.50 per roll of 10 bags)
30 gallon trash bags $2.70 per bag ($13.50 per roll of 10 bags)

CC: Troy Moon, Environmental Services and Open Spaces Manager
Pat Handrahan, Principal Financial Officer
Jennifer Lodge, Assistant Budget Director

Order 236-14/15
~~Tab 4 5-4-15~~
~~Tab 13 5-18-15~~
~~Tab 13 6-1-15~~

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR. (A/L)

Tab 3-6-24-15

ORDER AUTHORIZING CITY MANAGER OR ACTING CITY MANAGER TO ENTER INTO CERTAIN AGREEMENTS TO IMPLEMENT THE FISCAL YEAR 2016 HUMAN RESOURCES AND CERTAIN FRINGE BENEFITS BUDGETS

ORDERED, that the City Manager or Acting City Manager is authorized to enter into standard agreements and amendments to standard agreements with providers of services for Fiscal Year 2016 as needed in order to implement the Human Resources, Medical, Worker's Compensation and Liability budgets.

CITY OF PORTLAND, MAINE

Memorandum

TO: Sheila Hill-Christian, Acting City Manager

FROM: Gina Tapp, Director of Human Resources

DATE: April 29, 2015

RE: FY16 Budget Order Re: Implementing Human Resources and Fringe Benefit Budgets

Please have the attached Council Order accompany the FY16 budget. This item should be given a first reading on May 4, 2015 and a second reading on the May 18, 2015 meeting along with other budget related items.

STATEMENT OF FACT:

ORDER AUTHORIZING THE CITY MANAGER TO ENTER INTO CERTAIN AGREEMENTS TO IMPLEMENT THE HUMAN RESOURCES AND CERTAIN FRINGE BENEFIT BUDGETS.

Each year the City of Portland enters into agreements to provide services contained in budgets tied to departmental programs.

Human Resources contracts for professional training services, physical fitness testing and services for the Civil Service Commission (written examinations, job suitability assessments and medical examinations).

The Medical budget contains contracted services for claims administration.

The Worker's Compensation budget contains contracted services for claims administration and drug and alcohol testing.

This order will authorize the City Manager to enter into such agreements.

cc: Danielle West-Chuhta, Corporate Counsel
Jennifer Lodge, Budget Analyst

GT: jlr

Order 237-14/15
~~Tab 5 5-4-15~~
~~Tab 11 5-18-15~~
~~Tab 19 6-1-15~~

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

Tab 4 6-24-15

ORDER RE: SELF-INSURED LIABILITY PROGRAM

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

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

1. The Council has, and may from time to time, set aside funds in an account identified as "Liability" to be added to funds previously appropriated and held in reserve, all of which funds have been designed to enable the City to meet the obligations imposed by the Act; and to implement its self-insurance program, including but not limited to, the costs of administration of the program, investigation of claims, and of defense of claims against the City, its officers and employees;

2. The limit of liability assumed by the City is the $400,000 required by the Act, as it may be amended from time to time, notwithstanding the fact that its appropriation or reserve may exceed the statutory limit of liability;

3. The scope of coverage is limited to those areas for which governmental immunity has been expressly waived by 14 M.R.S.A. Sec. 8104-A, as limited by 14 M.R.S.A. Sec. 8104-B, and 14 M.R.S.A. Sec. 8111. Liability coverage shall not be deemed a waiver of any immunities or limitation of damages available under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, or common law.

4. The fund shall be administered by the Acting City Manager who shall settle all claims and pay all judgments for which the City may be legally liable under the Act or under the law of any jurisdiction to which the City, its officers or employees may be subject.

CITY OF PORTLAND, MAINE

Memorandum

TO: Sheila Hill-Christian, Acting City Manager

FROM: Danielle West-Chuhta, Corporate Counsel

DATE: April 13, 2015

RE: RESOLUTION RE: SELF-INSURED LIABILITY PROGRAM

STATEMENT OF FACT:

This item is requested upon the recommendation of the Office of the Corporation Counsel. The intent is to clearly indicate that the City's limit of liability is that imposed by the Maine Tort Claims Act, notwithstanding the fact that the annual appropriation or the cumulative reserve may exceed $400,000. This item should be given a first reading on May 4, 2015 and then postponed to the May 18, 2015 meeting along with other budget related items.

cc: Nancy English, Paralegal
Jennifer Lodge, Budget Analyst

DWC: jlr

Order 238-14/15
~~Tab 6 5-4-15~~
~~Tab 15 5-18-15~~
Tab 15 6-1-15

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
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JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

Tab 5 6-24-15

ORDER AUTHORIZING CITY MANAGER OR ACTING CITY MANAGER TO ENTER INTO CERTAIN AGREEMENTS TO IMPLEMENT FISCAL YEAR 2016 HEALTH & HUMAN SERVICES BUDGET

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

1. Standard agreements and amendments to standard agreements with other governmental agencies for Fiscal Year 2016 to implement the Health & Human Services operating budget; and

2. Agreements with providers of services and lessors of property to provide services for Health and Human Services programs.

City of Portland, Maine
Memorandum

To:	Sheila Hill-Christian, Acting City Manager
From:	Brendan O'Connell, Finance Director BTO
Date:	04/13/15
Re:	FY16 Budget Council Order – HHS Agreements

Each year the City of Portland enters into agreements and amendments to those agreements, to receive reimbursement for services provided by the Health and Human Services department.

In addition, the City enters into agreements with service providers and landlords to provide services for department programs.

I have asked Corporation Counsel to prepare the necessary order for inclusion on the May 4th agenda.

O'Connell: jlr 04/13/15

Order 239-14/15
~~Tab 4 5-4-15~~
~~Tab 16 5-18-15~~
~~Tab 16 6-1-15~~

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)
Tab 6 6-24-15

ORDER AUTHORIZING CITY MANAGER OR ACTING CITY MANAGER TO ACCEPT SCHOLARSHIP TRUST DONATIONS AND ENTER INTO TRUST AGREEMENTS

ORDERED, that the City Manager or Acting City Manager is authorized to accept donations for existing and new scholarship trusts; and

BE IT FURTHER ORDERED, that the City Manager or Acting City Manager is authorized to enter into standard form trust agreements as approved by the Corporation Counsel.

Order 240-14/15
~~Tab 8 5-4-15~~
~~Tab 14 5-18-15~~
Tab 14 6-1-15

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

Tab 7 6-24-15

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

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

City of Portland

Memo

To: Sheila Hill-Christian, Acting City Manager

From: Brendan O'Connell, Finance Director BTO

Date: April 13, 2015

Re: Agenda Item Request – Authorizing Collection Actions

Please place the attached order on the City Council agenda for first reading and public hearing on May 4th and second reading and passage on May 18, 2015. I am recommending we present this to the City Council for action as it is related to the financial business of the upcoming fiscal year. We have passed this order annually with the budget approved since fiscal year 2003.

This order arises out of the staff proposal to maintain of our efficient personal property tax collections. Many times during the fiscal year our personal property tax standard billing and collection procedures prove to be inadequate, and we need to seek legal assistance from the Corporation Counsel's Office. This could involve a company refusal to pay, a bankruptcy declaration or title dispute or other similar matter that requires legal action.

Corporation Counsel advises that the City Council needs to grant specific authority to file legal actions in these kinds of tax cases. Many times we need to act quickly to ask for legal assistance when information comes to our attention, in order to protect the City's interest. We also want to avoid administrative delays by seeking this general authority from the City Council to collect delinquent personal property taxes when necessary. Delegating this authority greatly enhances our personal property collection efforts.

I have asked Corporation Counsel to prepare the necessary order for inclusion on the May 4th agenda.

O'Connell: jlr 04/13/15

Order 241-14/15
~~Tab 9 5-4-15~~
~~Tab 18 5-18-15~~
~~Tab 15 6-1-15~~

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
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CITY OF PORTLAND
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DAVID H. BRENERMAN (5)
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Tab 8 6-24-15

ORDER AUTHORIZING NON-UNION WAGE ADJUSTMENT

ORDERED, that a three percent (3%) wage increase effective July 5, 2015 is hereby approved for non-union employees and the non-union pay plan adjusted accordingly.

CITY OF PORTLAND, MAINE

MEMORANDUM

TO: Sheila Hill-Christian, Acting City Manager

FROM: Gina Tapp, Director of Human Resources

DATE: April 29, 2015

RE: FY16 Budget Order Re: Implementing Non-Union Wage Adjustment

Please have the attached Council Order accompany the FY16 budget. This item should be given a first reading on May 4, 2015 and a second reading on the May 18, 2015 meeting along with other budget related items.

ORDER APPROVING SALARY INCREASE FOR NON-UNION PERSONNEL

This Order authorizes the City Manager to make a 3% pay adjustment for all non-union employees effective July 5, 2015.

Each year, budgets permitting, the City of Portland increases the wages and salaries of non-union employees by an amount generally comparable to the amount given to employees covered by collective bargaining agreements.

This order will authorize the City Manager to increase the wages and salaries of non-union employees accordingly.

cc: Danielle West-Chuhta, Corporate Counsel
Jennifer Lodge, Budget Analyst

Order 242-14/15
~~Tab 18 5-4-15~~
~~Tab 19 5-18-15~~
~~Tab 19 6-1-15~~
Tab 9 6-24-15

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
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CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

ORDER DESIGNATING FISCAL YEAR 2016 FUNDS FOR SPECIFIC ISLAND SERVICES

ORDERED, that $40,000 from the Fiscal Year 2016 municipal budget is hereby designated to pay for the Peaks Island services specified in the attached list.

Voted and approved on 3/25/2015

Motion: The Peaks Island Council requests the Portland City Council to allocate the following funds to the **PIC FY 16** Parking and Transportation Fund in the amount of $40,000 in accordance with the following items:

Item A: The Peaks Island Council requests that the Portland City Manager allow the allocation of authorized PIC FY 16 funds to reimburse the Portland Police Department for the cost of establishing a Police Cadet on Peaks Island for the period for July 1 – Sept 18, 2015, for a one-season trial basis. The Cadet will be assigned a three day per week schedule, and will have a focus on the Island Avenue/Welch Street area. The Cadet will assist with congestion issues in and around the Peaks Island ferry landing. The total FY 16 cost of the cadet for the three-day per week schedule is $2475, of which $1500 is to be paid from PIC funds, with the remainder to come from pledges already made by island businesses and individuals; the amount is estimated to total over $975. The number of days the cadet works may be increased, as additional funds become available.

_____ _____

Sheila Hill-Christian, Acting City Manager Date

Item B: "Turning-10" or "Age-Gap Subsidy" The Peaks Island Council requests the City Manager or her designee to issue quarterly vouchers in the amount of $50 per voucher per student to the parents of children attending the Peaks Island Elementary School who attain the age of 10 years or older during the school year. Children who turn 10 years of age during the school year will be eligible for the vouchers only after attaining 10 years of age, and will only be eligible for vouchers not yet issued. Total cost allocated is $3,000 . *(3rd year)*

_____ _____

Sheila Hill-Christian, Acting City Manager Date

Item C: The Peaks Island Council requests the City Manager or her designee to transfer to the Portland School Department $4400 to cover the cost of extending Portland School Department issued 10-month Casco Bay Lines passes for Peaks Island public middle and high schools students to 12-month passes. *(3rd year)*

_____ _____

Sheila Hill-Christian, Acting City Manager Date

Item D: The Peaks Island Council requests the City Manager or her designee to expend monies from the Parking and Transportation Fund payable to Casco Bay Lines for Island resident college students: for up to 3 monthly stickers per student @ $82.45/sticker, not to exceed $2,000. For the purposes of PIC transportation support, a college student shall be defined as a full-time island resident carrying a full-time course load at a Portland-area institution of higher education. *(1st year)*

_____ _____

Sheila Hill-Christian, Acting City Manager Date

Item E: The Peaks Island Council requests the City Manager or her designee to issue vouchers in the amount of $84 per voucher per student to the parents of children attending private schools off-island. Criteria for determination of residency will be directed through the Island/Neighborhood Administrator's Office. Total cost allocated is $450. *(2nd year)*

_____ _____

Sheila Hill-Christian, Acting City Manager Date

Item F: The Peaks Island Council requests the City Manager or her designee to expend monies from the Parking and Transportation Fund payable to Casco Bay Lines to purchase tickets for needs-based Peaks Island residents. To receive **Needs-Based tickets,** recipients must fit defined criteria developed by the Peaks Island Council; this is a continuation of the program funded in FY 14 and FY 15. The total is not to exceed $5,000. *(3rd year)*

_____ _____

Sheila Hill-Christian, Acting City Manager Date

Item G: The Peaks Island Council requests the City Manager or her designee to expend monies from the Parking and Transportation Fund payable to Casco Bay Lines to purchase bicycle tickets for a **summer bike ticket program** on Peaks Island. This program was approved last year and was very successful. The total is not to exceed $500. *(3rd year)*

_____ _____

Sheila Hill-Christian, Acting City Manager Date

Voted and approved on 3/25/2015

Item H: ITS: a.k.a., Island "Taxi" The Peaks Island Council requests the City Manager of her designee to provide an allocation of $15,000 to the **Island Transportation System** for continued support of the only transportation service available to residents. *(3rd year)*

_____ _____

Sheila Hill-Christian, Acting City Manager Date

Item I: The Peaks Island Council requests the City Manager of her designee to provide an allocation of $3,000 to **Peaks Island Tax & Energy Assistance (PITEA)** for the express purposes of assisting eligible island residents with heating costs. Applications for eligibility approved by Peaks Island Clergy, and monies are paid by PITEA directly to the fuel company. *(2nd year)*

_____ _____

Sheila Hill-Christian, Acting City Manager Date

Item J: The Peaks Island Council requests the City Manager or her designee to provide an allocation of $1,000 to the **Peaks Island Food Pantry** for the express purposes of assisting eligible island residents with basic food needs. The Food Pantry is associated with the Brackett Memorial Church, and Brackett Memorial Church will be the actual recipient of funds designated to the Food Pantry. *(2nd year)*

_____ _____

Sheila Hill-Christian, Acting City Manager Date

Item K: The Peaks Island Council requests the City Manager of her designee to provide an allocation of $1,000 to the City of Portland Recreation Division as a contribution towards the establishment of a **Skateboard Park** on Peaks Island. *(2nd year)*

_____ _____

Sheila Hill-Christian, Acting City Manager Date

Voted and approved on 3/25/2015

Item L: The Peaks Island Council requests the City Manager of her designee to provide an allocation of $3,150 to the Peaks Island Council for **Administrative Expenses.** *(All previous years.)*

_____ _____

Sheila Hill-Christian, Acting City Manager Date

Peaks Island Council
March 25, 2015

FY 2016 budget

Ferry tickets, passes, vouchers, loading control	
A. Cadet/Safety	1,500
B. Elementary school "turning 10"	3,000
C. Middle & High school passes	4,400
D. College students	2,000
E. Private school tickets	450
F. Needs-based tickets	5,000
G. Bicycle tickets	500
H. ITS ("The Taxi")	15,000
Other PI non-profits	
I. PITEA (for PIC, heating assistance only)	3,000
J. Food pantry	1,000
Parks and recreation	
K. Skateboard park	1,000
L. Administrative	3,150
Total	40,000

Grant Application from the Island Transportation System (ITS)

January 14, 2015

The Island Transportation System, an organization founded in 2008 by the Peaks Island Council, wants to thank The Peaks Island Council for considering our grant application of $15,000.
Details of our grant request and requested financial data are listed below.

Respectfully submitted:

Norman J. Proulx

President: Island Transportation System

2015 Funding Request Detail

• Vehicle Maintenance and Repairs.	2,300
• Operations Manager @ $50/week. 1. Maintain driver schedule. 2. Ensure vehicle maintenance, repairs, inspection, and licensing. 3. Oversee initial and renewal of drivers' licenses.	2,600
• Financial Manager @ $50/week.	2,600
• Senior Coupon Program. Provide 10 free rides/mo for seniors.	4,500
• Vehicle Replacement Fund.	3,000
	15,000

Island Transportation System
General Background

The Island Transportation System (ITS) was founded in 2008 by the Peaks Island Council with a start-up grant of $16,150. ITS thanks the Peaks Island Council for its ongoing support.

ITS maintains a necessary and viable service to islanders and visitors, and has become part of the fabric of island life by providing the following:

1. Seven day a week operation from 7:45am to 8:45pm with additional hours by reservation.
2. Senior Coupon and voucher programs to provide free service to the elderly, disabled and low income families.
3. Meals on Wheels delivery.
4. Free rides to and from the boat to visiting nurses.
5. Free rides to and from the boat for those using the Loretta Voyer Fund.
6. Free rides to and from the island voting polls.
7. Pick and delivery of groceries, pizza, luggage, and pets.
8. Transportation services to all parts of the island.
9. Battery operated jump starters.

As a 501c3 enterprise and with generous funding from the Peaks Island Council and the island community, ITS is able to maintain quality and charitable services. ITS, like the Metro Greater Portland Transit District, relies on fares, and public and private funding to provide a reasonable rate structure and to substantial charitable services to the elderly, handicapped, medical patients and low income residents.

Senior Coupon Program

The Senior Coupon Program currently provides 29 seniors with 10 rides per month. Seniors use coupons for rides to the boat, health center, store, community events, church, library, the backshore and basically any where they would like to go on island. Not every senior used all ten rides. Had they done so the monthly cost would be $890.

Below is a monthly breakdown of the cost of the program and the number of rides provided.

Month	Rides provided	Cost ***
JAN		
FEB*	72	240.00
MAR	67	217.00
APR	89	277.00
MAY	91	277.00
JUN	89	275.00
JUL	93	315.00
AUG	98	353.00
SEP**	83	351.00
OCT	92	278.00
NOV	104	316.00
DEC	101	323.00
Total	979	3,222.00

* Senior Coupon Program began in February.

** Funding of the Senior Coupon Program with the monies granted by PIC began in September.

*** Note that the cost per ride is based on a fare structure. Fares to zone one are $3.00 and fares to zone two are $5.00.

ISLAND TRANSPORTATION SYSTEM
PROFIT LOSS BUDGET OVERVIEW
JANUARY - DECEMBER 2015

Income		
Contributions/Fundrasing		
Peaks Island Council Request	12,000.00	Only $12,000 of the grant monies requested will be used in the operating fund. $3000 of the request will go the the Taxi Replacement Fund.
Raffle Income	1,100.00	
Indiv/business contribution/Fundraising	4,100.00	TEIA, LPA, Lions , misc
Total Contributions and Fundraising	17,200.00	
Operating Revenue		
Interest Income	6.00	
ITS Share of Taxi Revenue	11,236.50	10% increase
Total Operating Revenue	11,242.50	
Total Income	28,442.50	
Expense		
Business expenses		
Advertising	1,300.00	summer fund raiser
Government Fees	35.00	
Taxes - other	525.00	
Depreciation exp	3,347.16	
Gasoline	5,947.00	10% increase
Insurance, vehicle	4,465.00	
License	456.00	x 6 drivers
Supplies	120.00	
Telephone Expense	500.00	new plan, phone
Accounting fees	2,600.00	Financial Manager
Operations Manager	2,600.00	Operations Manager
Vehicle Expense	4,000.00	
Transportation Cost(Ferry)	172.00	
Vouchers	900.00	
Senior Coupon Program	4,500.00	
Total Expense	31,467.16	
Net Ordinary Income	(139.90)	
Cash flow effect (No Depreciation)	322.50	

PI COUNCIL TRANSPORTATION FUND USAGE SUMMARY

2014

Received (Deposit 08.19.14)	$	17,500.00	
Holding in new vehicle fund	$	3,000.00	
Using for Senior Coupon Program	$	5,000.00	using monthly as needed
Used thru 12.31.14	$	1,255.00	
Balance Sr. Cpn. Program :	$	3,745.00	
Using for Operations Manager	$	2,600.00	Using $50 per week
Used thru 12.31.14	$	1,050.00	
Balance Ops. Mgr. :	$	1,550.00	
Using for repair,maint, operating loss	$	7,200.00	
Used on REPAIR as of 12.31.14	$	2,352.00	
Balance Rpr, Mnt, Op. Loss :	$	4,848.00	

2013

Extra $$ Received (07.22.14)	$	3,000.00
Holding in new vehicle fund	$	3,000.00
Balance :	$	-
Received (Deposit 07.25.13)	$	20,000.00
Used for New Vehicle	$	20,000.00
	$	-

ISLAND TRANSPORTATION SYSTEM
OPERATING COSTS PROFIT & LOSS
PREVIOUS YEAR & BUDGET COMPARISONS

01.01.14 - 12.31.14

Income

	YTD 2014	YTD 2013	YTD DIFFERENCE	
Agency (government) Grants	$ 14,500.00	$ 5,800.00	$ 8,700.00	**
Corporate / Business Grants	$ -	$ -	$ -	
Foundation/trust Grants	$ -	$ -	$ -	
Raffle Income	$ 1,075.00	$ 2,570.00	$ (1,495.00)	
Individual / Business Contributions	$ 4,806.00	$ 5,670.00	$ (864.00)	*
Nonprofit Organization Grants	$ -	$ 1,316.00	$ (1,316.00)	
Donation - Cash	$ -	$ -	$ -	
Advertising Revenue	$ -	$ 960.00	$ (960.00)	
Interest Income	$ 7.72	$ 7.91	$ (0.19)	
ITS SHARE OF TAXI REVENUE	$ 10,460.70	$ 9,032.60	$ 1,428.10	
Total Income	**$ 30,849.42**	**$ 25,356.51**	**$ 5,492.91**	

Expense

Advertising Fees	$ 380.00	$ 279.06	$ 100.94
Government Fees	$ 35.00	$ 135.00	$ (100.00)
Taxes - Other	$ 524.74	$ 804.90	$ (280.16)
Depreciation Expense	$ 3,347.16	$ 1,944.60	$ 1,402.56
Gasoline	$ 5,627.94	$ 7,219.65	$ (1,591.71)
Gifts	$ -	$ 29.84	$ (29.84)
Vehicle Insurance	$ 4,465.00	$ 4,471.00	$ (6.00)
License	$ 925.00	$ 1,295.85	$ (370.85)
Other Expense	$ 26.00	$ 25.00	$ 1.00
Printing & Copying	$ -	$ -	$ -
Supplies	$ 182.34	$ 132.55	$ 49.79
Telephone	$ -	$ 41.95	$ (41.95)
Accounting Fees	$ 2,600.00	$ 3,900.00	$ (1,300.00)
Operations Manager Fees	$ 1,850.00	$ -	$ 1,850.00
Transportation	$ 146.20	$ 195.10	$ (48.90)
Vehicle Expense	$ 3,658.34	$ 3,059.45	$ 598.89
Vouchers Expense	$ 537.00	$ 41.00	$ 496.00
Vouchers Coupon Program	$ 2,871.00	$ -	$ 2,871.00
Total Expense	**$ 27,175.72**	**$ 23,574.95**	**$ 3,600.77**
Other Income/Expense			
Loss on Sale of Asset		$ 1,570.09	
Net Income	$ 3,673.70	$ 211.47	$ 3,462.23
(WITHOUT DEPRECIATION)	**$ 7,020.86**	**$ 2,156.07**	**$ 4,864.79**

PEAKS ISLAND TAX AND ENERGY ASSISTANCE
P O BOX 126
PEAKS ISLAND, MAINE 04108

Thank you very much for considering a line item in the Peaks Island Council budget for $3000 for Energy Assistance. When our small group began fundraising in 2005 for tax assistance we never thought we would be in existence in 2014 nor did we think we would be adding energy assistance to our mission. Energy assistance assures every resident, renter or homeowner, that help will be there if and when they need it. From July 1, 2012 to June 30, 2013 Energy Assistance received 30 applications and paid out $8284. Since July 1, 2013 we have processed 48 applications and paid out over $13,233 to energy providers and winter is not over yet. The extremely cold weather has made it difficult for some islanders and our assistance has proved to be a vital part of Island life.

Peaks Island Tax Assistance is a totally independent, non-profit group formed in 2005 to give assistance to our fellow island home owners, whose homes are their permanent residences, to remain in their homes despite recent extraordinary tax increases. The organization applied for and received 501(c)(3) tax exempt status in 2006. In 2007 Energy Assistance became part of our mission and our name became, Peaks Island Tax and Energy Assistance (PITEA). Our purpose is to confidentially give immediate monetary assistance for energy costs to Peaks Island Residents We have raised well over $80,000 and made property tax or energy assistance payments to either City of Portland for taxes or energy companies for energy assistance. Applications for Energy Assistance are given to our Clergy for their approval. PITEA will pay up to $400 to the appropriate energy provider Applicants may reapply at any time during the fiscal year. Islanders who do receive PROP or LIHEAP funding may apply to PITEA when their funding runs out. Our purpose is to give assistance on an as-needed basis. PITEA greatly appreciates the $3000 we received last year to help our neighbors.

Beyond the immediate benefit to those neighbors who will receive financial assistance with their taxes and/or energy costs, we believe that our committee's work will help to strengthen and stabilize the entire community by engaging hundreds of islanders in this cooperative effort. Further, we hope to lessen the possibility that any Island families will be forced from their homes. Many of these families and individuals are longtime islanders who have paid taxes to the city and contributed to the fabric of this community for generations. We also see our effort as a way to acknowledge and honor these islanders and their contributions. Finally, if our work is successful, it will help to maintain and encourage the social and economic diversity from which our community draws its greatest strength. Many islanders have generously contributed to our funds directly or through our fundraising eveuts. PITEA has sponsored a variety of events including two summer dinners featuring Lobster rolls and donated items. The PITEA Board continues to plan fundraisers throughout the year. Our Loaf and Ladle Dinners, which are held almost monthly have been very successful and have added to the sense of community on Peaks. All of the food, paper goods, etc. have been donated by PITEA members so that the per person fees collected are deposited in the tax account or energy account, Our donors may specify that their donations will be used for tax assistance or energy assistance. Those who have given us matching funds through a corporate sponsor know their donations go to energy assistance. Non-profit accounts for Tax Assistance and for Energy Assistance have been established at Key Bank.

ORIGINAL PEAKS ISLAND TAX ASSISTANCE MISSION STATEMENT

From our By-Laws and 501(c)3 application

Peaks Island is a neighborhood of the City of Portland, Maine. The City of Portland conducted a property tax revaluation in 2004-05, which led to skyrocketing assessments for island property. Because Peaks Island is a community that values its diversity, concern was widespread that the tax increases would cause considerable stress for senior citizens and others living on fixed incomes, as well as the young families that keep our school filled with children. Peaks Island Tax Assistance (PITA) was formed in 2005 to serve as a pro-active, community-based response to this situation. PITEA's mission is to assist residents whose ability to remain part of our community is threatened by their inability to afford the property taxes. It works in collaboration with island clergy to direct available funds for the benefit of individuals and families in need. All tax assistance payments will be made directly to the City of Portland.

Cynthia Pedlikin, President

January 27, 2015

TO: Members of the Peaks Island Council
FROM: Susan Hanley, Peaks Island Community Food Pantry, Volunteer Coordinator

RE: Funding Request

Dear Members of the Peaks Island Council,

Thank you for considering the Peaks Island Food Pantry as a recipient of the Peaks Island Council budget funding. We are fortunate to live in a community that continues to provide tremendous support for our programs, and we are grateful for the $1000 that the PIC budgeted for the food pantry last year.

The Peaks Island Community Food Pantry is truly a community effort, with a history that goes back over 25 years. We are open to all and our volunteers are year-round islanders. Because of our sensitivities to privacy in a small island community, we do not require our clients to fill out qualifying paperwork to demonstrate need. We feel this would be an additional obstacle for our neighbors who could benefit from our programs and, it is our experience that our patrons are not abusing the benefits provided by the food pantry.

In fact, the food pantry is most often a stop-gap measure used by our island neighbors during times when they are struggling to make ends meet. Very often, these same people go on to make donations to the food pantry when they have found their financial footing. They are grateful for the help when they have needed it and willing to help their fellow islanders when they are able.

To date, we have been able to sustain ourselves with a combination of grants, fund-raisers, food drives and individual donations. We ran a very successful food drive at Hannigan's in the fall of 2014 and received many generous individual donations from islanders during the Christmas season. We also received a grant of $3500 from the Peaks Island Fund in 2014, although $2000 of that was earmarked towards developing ongoing fundraising tactics such as a website, and is not available for food purchases.

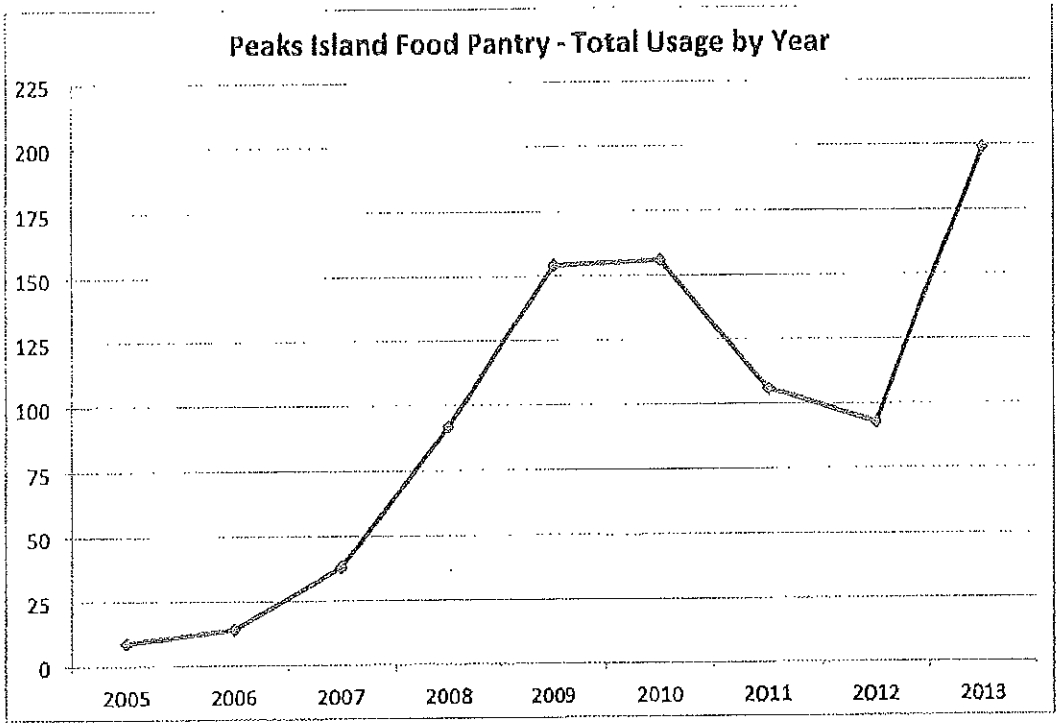
Usage of the food pantry spiked dramatically during 2014 – our usage rates doubled between 2012 and 2013, and then almost doubled AGAIN between 2013 and 2014. It was difficult to keep up with the demand, which led us to implement several changes to limit the monthly expenditure of the food pantry to $600. We reduced the opening times to just 1.5 hours per week, and imposed household limits of "1 bag, 1 voucher, 1 ticket" – one bag of groceries, one $20 Hannigan's voucher and one needs-based ticket per household per week.

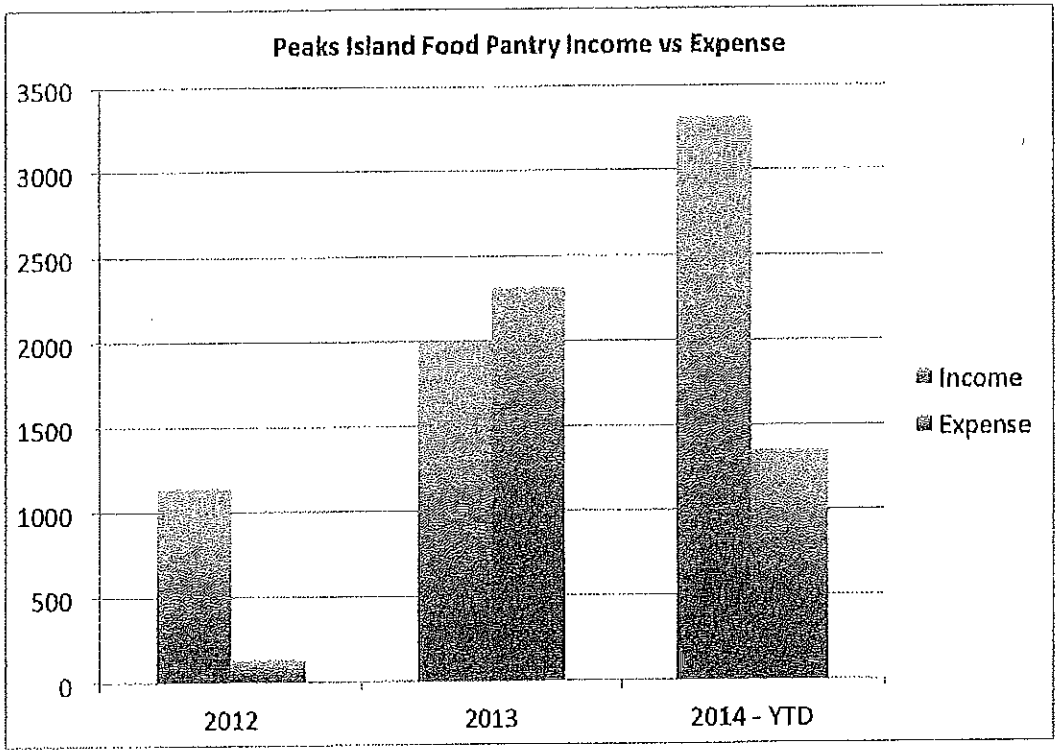
Of the almost $11,000 we received in grants and cash donations during 2014, we currently have just under $2900 available for future food purchases, which would keep the food pantry running for the next five months.

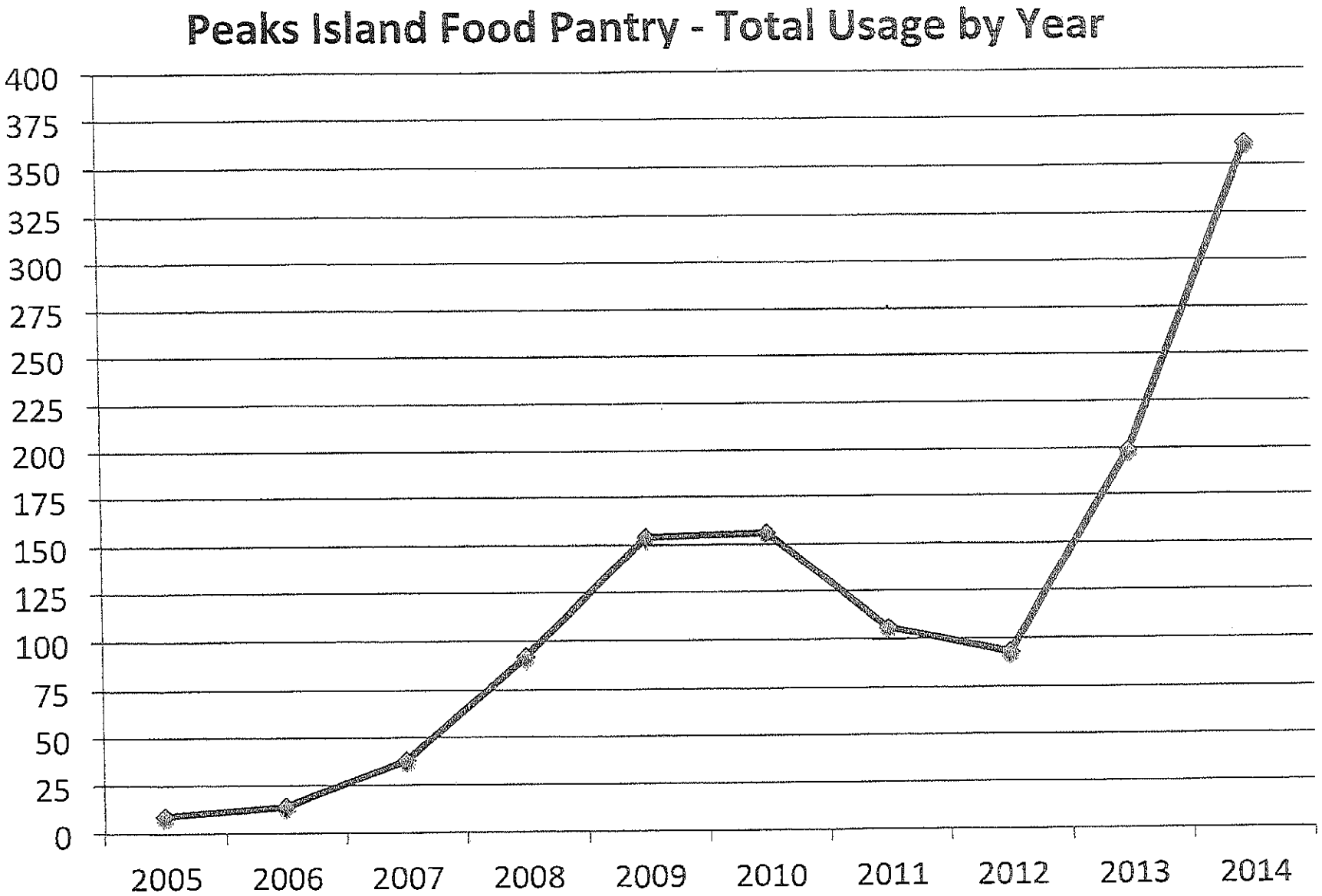
We would like to ask the Council Members to consider our funding request in the amount of $1000. I am attaching a few graphs that demonstrate the increase in demand for food assistance and a quick snapshot of our yearly income vs expenses.

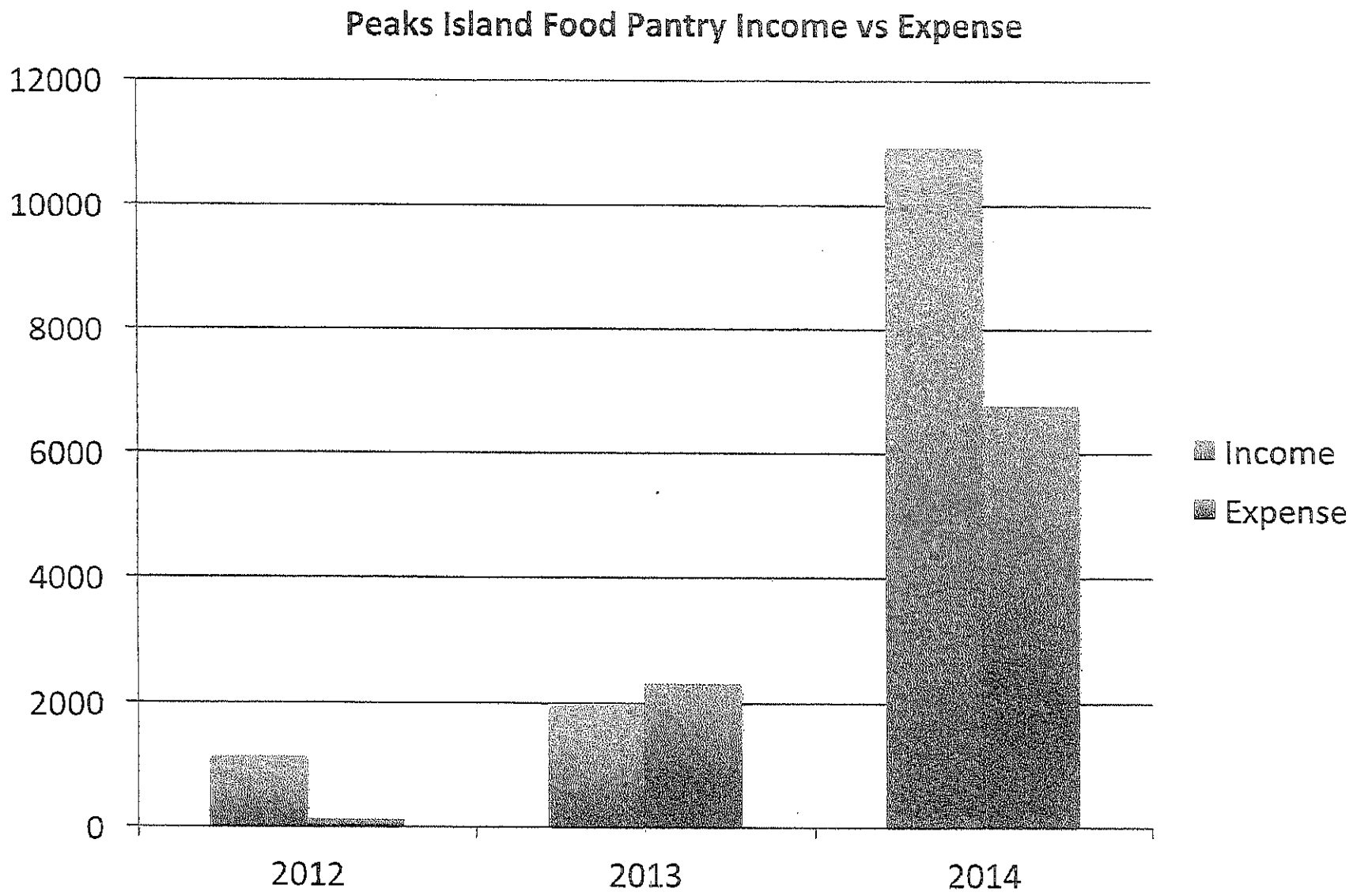
On behalf of all the food pantry volunteers, thank you for your time and consideration.

Sincerely,
Susan Hanley


Peaks Island Food Pantry - Total Usage by Year
225
200
175
150
125
100
75
50
25
0
2005
2006
2007
2008
2009
2010
2011
2012
2013


Peaks Island Food Pantry Income vs Expense
3500
3000
2500
2000
1500
1000
500
0
2012
2013
2014 - YTD
Income
Expense


Peaks Island Food Pantry - Total Usage by Year
400
375
350
325
300
275
250
225
200
175
150
125
100
75
50
25
0
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014


Peaks Island Food Pantry Income vs Expense
12000
10000
8000
6000
4000
2000
0
2012
2013
2014
Income
Expense

On Monday, January 12, 2015 2:17 PM, Chris Hoppin <choppin@aol.com> wrote:

Thanks for your notes, Mary Anne -
Last year's PIC money for the Skateboard Park
went into a Portland Recreation Fund with the
other money from the Peaks Island Lions' Club
and community funds from a fundraiser.
I understand this Fund is where funds remain until
they are actually used.
Our Skateboard Park Committee is still working
on the details of the park. We intend to start with
a sloping base measuring approximately 90 by 100 feet
whenever the PWD sewer contractor clears the area.
Our plans are still in development and we hope to
have them done in three stages. The first stage proposed
includes a 'peanut bowl' shaped area and has a cost in
the range of $40,000. That is, IF funds could be made
available.
We need to cost out the other two stages and agree to the
entire plan before we expend any funds and proceed.
I do plan to attend the PIC meeting January 14th and
hope to have more specific plans for that meeting.
Chris

C.J. Hoppin www.cjhoppin.com
196 Seashore Avenue 207 766-2593
Peaks Island, ME 04108

FY 2016 PIC Budget **July 1 2015 - June 30, 2016** 3/25/2015

(Note: Budget is to be submitted to the Finance Committee and the Portland City Council for approval by May 2015)

Category	2014	2015	2016	Comments re 2016 budget
Ferry tickets, passes, vouchers, loading control				
A. Cadet/Safety	-	-	1,500.00	Assume will be augmented by at least $975 in outside
B. Elementary school "Turning 10"	3,000	3,200	3,000	14 students turning 10 by June, 2015 will still be in ele
C. Middle & High School passes	4,865	5,000	4,400	53 summer extensions @ $82.45
D. College students	-	-	2,000	8 students w 3 monthly stickers @ $82.45
E. Private school tickets	-	300	450	3 high school @ $82.45 + 1 elementary @ 200
F. Needs-Based tickets	7,660	5,000	5,000	Had spent $2,875 of FY 2015 by 11/14/03
G. Bicycle tickets	475	500	500	Spent $475 in FY 2014
Droppesd in 2016 - Peaks Island Acade	1,500	1,000	-	
Total ferry-related	17,500	15,000	16,850	
H. ITS ("The Taxi")	20,000	17,500	15,000	ITS request; includes $3,000 for vehicle replacement f
Total direct transportation-related	37,500	32,500	31,850	
Other PI non-profits				
I. PITEA (for PIC, heating assistance only)		3,000	3,000	PITEA request, Pedikin, January 2015
J. Food pantry		1,000	1,000	Food Pantry request of 1/27/15
Parks and recreation				
K. Skateboard Park	-	1,000	1,000	Requested continued support to parks and rec fund at
L. Administrative				
Transcription			1,200	
PO Box			112	
Supplies, printing, copying			500	
Software			-	
Island coalition dues			200	

	Other			1,138	Unexpected contingencies; "rainy day fund"
	Total administrative	2,500	2,500	3,150	
Totals		40,000	40,000	40,000	

Order 243-14/15
~~Tab 11 5-4-15~~
~~Tab 16 5-18-15~~
~~Tab 20 6-1-15~~
Tab 10 6-24-15

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

ORDER FOR FISCAL YEAR 2016 APPROPRIATING $200,000 FROM EXCESS FUND FOR CASCO BAY ISLAND TRANSIT DISTRICT

ORDERED, that the City Council hereby authorizes and appropriates $200,000 from the Casco Bay Island Transit District Excess Fund pursuant to the lease agreement between the City of Portland and the Casco Bay Island Transit District to support the planning and design of a replacement vehicle.

From: Henry Berg <HankB@cascobaylines.com>
To: CAR@portlandmaine.gov; SMK@portlandmaine.gov
CC: Henry Berg <HankB@cascobaylines.com>
Date: 2/25/2015 12:55 PM
Subject: RE: CBITD request for Casco Bay Ferry Garage Excess Funds

Hi,

I just would like to make sure you received the request below that I sent and it is in the budgeting process.

Also, checking in on the status of the distribution of the FY2013 Garage Maintenance Fund.

Thanks.

n Hank
n

Hank Berg
General Manager
Casco Bay Lines
p: 207-774-7871 x103
f: 207-774-7875
e: hankb@cascobaylines.com<mailto:hankb@cascobaylines.com>

From: Henry Berg
Sent: Thursday, January 22, 2015 10:21 AM
To: 'Suzanne Knight'
Cc: Cathy Ricker; Henry Berg
Subject: CBITD request for Casco Bay Ferry Garage Excess Funds

Hi Suzanne & Cathy,

This is a request for the City of Portland to consider, during the annual budgeting process, providing local match funding of $200,000 from the Casco Bay Ferry Garage Excess fund to be used for a replacement vessel for one of oldest vessels in CBITD's fleet. Two vessels in the fleet will soon be 30 years old and one of them will need to be replaced in the next few years followed shortly by the replacement of the second vessel. This request is to support the planning and design of the first replacement vessel. It is anticipated the Federal Transit Administration (FTA) will provide the remaining $800,000 for this task. This capital improvement project is included in the approved CBITD Long Range Capital Improvement Plan and the Portland Area Comprehensive Transportation (PACTS) Transit Six Year Capital Plan.

As you know CBITD provides essential public transportation services to the Casco Bay Islands but unlike Metro, CBITD receives no subsidization from Portland with the exception of the Casco Bay Garage Maintenance fund, when available. Any assistance in the local match requirements of CBITD's capital grants is greatly appreciated and would help the District continue to provide existing services as well as expansion of the services.

Please do not hesitate to let me know if you have any questions or if you need this information in a different format.

Thank you in advance for your consideration of this request.

-- Hank

Hank Berg
General Manager
Casco Bay Lines
p: 207-774-7871 x103
f: 207-774-7875
e: hankb@cascobaylines.com<mailto:hankb@cascobaylines.com>

Order 244-14/15
~~Tab 12 5-4-15~~
~~Tab 21 5-18-15~~
~~Tab 21 6-1-15~~

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

Tab 11 6-24-15

AMENDMENT TO PORTLAND CITY CODE
CHAPTER 5 (ANIMALS & FOWL)
ARTICLE VI. Keeping of Domesticated Chickens, SECTION 401(b)
RE: Chicken Permit Annual Fee

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

1. That Article IV., Chapter 5, section 401(b), is hereby amended to read as follows:

Sec. 5-401. Permit required.

(a) An annual permit is required for the keeping of any domesticated chickens. The annual permit is personal to the permittee and may not be assigned.

(b) The fee for an annual permit to keep chickens is twenty-~~five~~six dollars ($25~~5~~6.00).

(c) An applicant for a permit to keep chickens must demonstrate compliance with the criteria and standards in this Article in order to obtain a permit.

Portland, Maine Yes. Life's good here.

Office of the City Clerk
Katherine L. Jones, CCM, City Clerk

MEMORANDUM

TO: **Sheila Hill-Christian, Acting City Manager**
Jennifer Lodge, Budget Director

FROM: **Carolyn M. Dorr, Deputy City Clerk/PAO**

DATE: **March 11, 2015**

RE: **Proposed Fee Changes**

The City Clerk Office is requesting Ordinance section 5-401 (b), Chicken Permits: Annual Fee, be approved.

Since its passage in 2009 the annual fee for the keeping of domesticated chickens has never been raised. With the request to increase business license fees for FY16 an increase of $1.00 per annual permit is being proposed. This would generate an estimated additional $27.00 in revenue.

cc: Suzanne Knight
Katherine Jones

FY16 REVENUE FEE SCHEDULE CHANGE

Department: 1200 City Clerk

Account #	Revenue Description	FY15 Current Fee	FY16 Proposed Fee
100-1200-322.00-00	Chapter 5 Sec.5-401 (b) Chicken Permits: (Annual Fee)	25.00	26.00

Projection:
Additional revenue generated with proposed increase
$27.00

*Revised: 03/24/15

Order 245-14/15
~~Tab 13 5-4-15~~
~~Tab 22 5-18-15~~
~~Tab 22 6-1-15~~

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
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CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
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JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

Tab 12 6-24-15

AMENDMENT TO PORTLAND CITY CODE
CHAPTER 10. FIRE PREVENTION AND PROTECTION
ARTICLE II - FIRE CODE, Section 10-18
Re: Fire Permit Fees

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

That Chapter 10, Article II, Section 10-18 (Amendments) of the City of Portland Code is hereby amended to read as follows:

Sec. 10-18. Amendments.

The Fire Prevention Code adopted by section 10-16 is amended, modified and deleted in the following respects:

(a) Section 1.10 (Board of Appeals); *delete.*

(b) In addition to the requirements of 18.2.3.4, fire department access roads shall comply with the standards set forth in the *City of Portland's Technical and Design Standards and Guidelines, Chapter IV (Public Safety Standards).*

(c) Section 1.12.7 is amended to read as follows:

"All applications for a permit required by the Fire and Life Safety codes shall be filed electronically with the authority having jurisdiction in such form and detail as it shall prescribe. Applications for permits shall be accompanied by such plans in an approved electronic format as required by the authority having jurisdiction. In addition to the foregoing, the following must be submitted to the authority having jurisdiction prior to the issuance of the permit: state license and proof of insurance for blasting permits or fireworks permits; and documentation of code-specific fire inspection for any required permit.

"In addition to the permits required by the Life Safety Code, the authority having jurisdiction shall have the authority to issue permits for any of the activities identified in Tables 1.12.7(a),(b), (c) and (d) and the operations listed below. Permits for the following shall be required:

Permit	**Fire Prevention Code Section**	**Permit Fee**
Application for Flammable Finishes	1.12.7	~~$160.00~~166.00 (D)
Bulk Waste Storage	1.12.7	~~$160.00~~166.00 (D)
Certificate of Fitness for Fire Alarm Service and Installation Company	1.12.7	$250.00 each
Cutting and Welding (Permanent Facilities)	1.12.7	~~$60.00~~62.00 (D)
Dry Cleaning Plants	1.12.7	~~$60.00~~62.00 (D)
Fire Alarm Inspections Sticker	1.12.7	$20.00 each
Fireworks Display	1.12.7	$141.00**
Flammable or combustible liquids, other than motor fuel dispensing	1.12.7	~~$160.00~~166.00*(D)
Hazardous materials	1.12.7	~~$60.00~~62.00 (D)
Hot work (Temporary)	1.12.7	$25.00
Motor Fuel Dispensing and Refueling	1.12.7	~~$160.00~~166.00 (D)

Special Type Dispensing Systems, other than Flammable or Combustible Liquids	1.12.7	~~$160.00~~166.00 (A) (D)
Repair Garages and Service Stations	1.12.7	~~$160.00~~166.00 (D)
Woodworking and Lumber Storage Plants	1.12.7	~~$100.00~~104.00 (D)

(A) License from city clerk required, see: Private and Special Laws of 1917, Chapter 160.

(B) Imposed by state statutes.

(C) Building permit required.

(D) Application and license issued through City Clerk's office after Fire Department review.

**Equal to fee charged by state

...

Portland, Maine Yes. Life's good here.

Office of the City Clerk
Katherine L. Jones, CCM, City Clerk

MEMORANDUM

TO: **Sheila Hill-Christian, Acting City Manager**
Jennifer Lodge, Budget Director

FROM: **Carolyn M. Dorr, Deputy City Clerk/PAO**

DATE: **March 11, 2015**

RE: **Proposed Fee Changes**

The City Clerk Office is requesting Ordinance section 10-18 (c), Fire Permit Fees, be approved.

Fees pertaining to the issuance of various fire permits have not been increased since FY11. In keeping with our revenue strategy to raise fees every five years a 4% fee increase for FY16 is being proposed. This would generate an estimated additional $1,604.00 in revenue.

cc: Suzanne Knight
Katherine Jones

FY16 REVENUE FEE SCHEDULE CHANGE

Department: 1200 City Clerk

Account #	Revenue Description	FY15 Current Fee	FY16 Proposed Fee
100-1200-322.00-00	Chapter 10 Sec.10-18 (c) Fire Permits:		
	Application For Flammable Finishes	160.00	166.00
	Bulk Waste Storage	160.00	166.00
	Certificate of Fitness for Fire Alarm Install (each)*	250.00	250.00
	Cuttiug & Welding (Perm Facilities)	60.00	62.00
	Dry Cleaning Plants	60.00	62.00
	Fire Alarm Inspectiontions Sticker (each)*	20.00	20.00
	Fireworks Display*	141.00	141.00
	Flammable/Combust Liq (Excl Motor)	160.00	166.00
	Hazardous Materials	60.00	62.00
	Hot Work(temporary)	25.00	25.00
	Motor Fuel Dispense/Refueling	160.00	166.00
	Spec'l Dispense (Excl Flame Liq)	160.00	166.00
	Repair Garage/Svc Stations	160.00	166.00
	Woodworking & Lumber Storage Plants	100.00	104.00

* Fire Department Issued

Projection:
Additional revenue generated with proposed increase
$1,604.00

*Revised: 03/24/15

Order 246-14/15 5-4-15
~~Tab 14~~
~~Tab 23 5-18-15~~
~~Tab 23 6-1-15~~

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
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JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
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NICHOLAS M. MAVODONES, JR (A/L)

Tab 13 6-24/15

AMENDMENT TO PORTLAND CITY CODE
CHAPTER 15 (LICENSES AND PERMITS*),
ARTICLE I SECTION 15-12 RE: FEES AND REORGANIZATION

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

1. *That Section 15-12 of the Portland City Code is hereby amended to read as follows:*

Sec. 15-12. Fees and expiration dates.

(a) Unless specified elsewhere in this Code, fees for licenses issued pursuant to this Code and the expiration date of each license shall be as follows:

Location in Code	Description	Fee	Expiration Date
Ch. 3, Art. II	Bottle clubs (must obtain FSE and special entertainment if applicable)	$~~860.00~~895.00	June 30
Ch. 4, Art. II	Amusement devices:		
	Amusement devices (other than pinball and adult amusements), per device	$~~140.00~~146.00	Twelve months or concurrent with state liquor license or with any city license

Location in Code	Description	Fee	Expiration Date
	Pinball machines, per device	~~$140.00~~146.00	Twelve months or concurrent with state liquor license or with any city license
	Adult amusement devices, per location	~~$895.00~~931.00	Twelve months or concurrent with state liquor license or with any city license
Ch. 4, Art. III	Music, dancing and special entertainment:		
	Entertainment with dancing	$~~485.00~~504.00	Twelve months or concurrent with state liquor license or with any city license
	Entertainment without dancing	$~~270.00~~281.00	Twelve months or concurrent with state liquor license or with any city license

Location in Code	Description	Fee	Expiration Date
	After-hours Entertainment	$~~545.00~~567.00	Twelve months Or concurrent with state liquor license or with any city license
	Dance hall	$~~135.00~~140.00	June 30
	Concert hall	$~~135.00~~140.00	June 30
	Single dance	$~~35.00~~36.00	Per dance
	Single concert	$~~35.00~~36.00	Per concert
~~Ch. 3, Art. II~~	~~Bottle clubs (must obtain FSE and special entertainment if applicable)~~	~~$860.00~~	~~June 30~~
Ch. 4, Art. IV	Gaming:		
	Beano	$~~95.00~~99.00	December 31
	Games of chance (application fee pursuant to section 15-6 only)		
Ch. 4, Art. V	Nudity in licensed businesses	$~~1,350.00~~1,404.00	June 30
~~Ch. 23, Art. II~~	~~Flea market seller~~	~~$20.00~~	~~Last day of February~~

Location in Code	Description	Fee	Expiration Date
Ch. 11, Art. II	Food service establishments (FSE):		
	Temporary FSE:		
	Reinspection fee for FSE	$75.00 per reinspection	
	a. Unopened prepackaged food	~~$85.00~~89.00	Three months
	b. Opened or nonprepackaged food	~~$85.00~~89.00	Per event not to exceed two weeks
	Mobile FSE (Chapter 19) a. pushcarts	~~$295.00~~307.00	March 31
	b. Food Trucks	~~$500.00~~520.00	March 31
	c. Base station (for all mobile FSE)	~~$110.00~~114.00	March 31
	Street vendor cooler storage space - maximum of 7 sq. ft.	~~$35.00~~ 36.00 per 3.5 sq. ft. of space	March 31
	FSE-No food preparation on premises	~~$165.00~~172.00	January 31
	FSE-With preparation limited to hot beverages only	$135.00	January 31
	FSE-With beer and wine take out	~~$380.00~~395.00	January 31
	FSE/Community Kitchen - Food preparation on premises	~~$420.00~~437	January 31

Location in Code	Description	Fee	Expiration Date
	FSE Community Kitchen User	~~$100.00~~104.00	January 31
	FSE's with liquor:		
	FSE-Class A lounge (Class X)	~~$2,540.00~~2,642.00	Concurrent with state liquor license
	FSE-Class A restaurant (Class I)	~~$1,715.00~~1,784.00	Concurrent with state liquor license
	FSE-Hotel (Class IA)		
	FSE-Class A restaurant/lounge (Class XI)	~~$2,130.00~~2,215.00	Concurrent with state liquor license
	FSE-Qualified catering service (Class I)	~~$1,715.00~~1,784.00	Concurrent with state liquor license
	Innholder-15 rooms or less	~~$1,315.00~~1,368.00	Concurrent with state liquor license
	Innholder-16 to 40 rooms	~~$1,765.00~~1,836.00	Concurrent with state liquor license

Location in Code	Description	Fee	Expiration Date
	Innholder-more than 40 rooms	~~$2,050.00~~2,132.00	Concurrent with state liquor license
	FSE-Spirituous license (Class II)	~~$560.00~~582.00	Concurrent with state liquor license
	FSE-Vinous license (Class III)	~~$375.00~~390.00	Concurrent with state liquor license
	FSE-Malt license (Class IV)	~~$755.00~~785.00	Concurrent with state liquor license
	FSE-Malt and vinous license (Classes III and IV combined)	~~$830.00~~863.00	Concurrent with state liquor license
	FSE-Nonprofit club (Class IV with catering or Class V without catering)	~~$675.00~~702.00	Concurrent with state liquor license
	FSE-Liquor catering	~~$30.00~~31.00	Per event
	FSE-Temporary (bona fide nonprofit organization) with any spirituous, vinous or malt license and special entertainment	~~$60.00~~62.00	Per 2-day period

Location in Code	Description	Fee	Expiration Date
	FSE-Auditorium	~~$535.00~~556.00	Concurrent with State Liquor License
	FSE-Civic Auditorium	~~$1,695.00~~1,763	Concurrent with State Liquor License
Ch. 12, Art. VII	Operation of rendering facilities	250.00	September 30
Ch. 16	Massage establishment	~~$60.00~~62.00	September 30
	Combined massage establishment/massage therapist	~~$50.00~~52.00	
	Massage therapist	~~$35.00~~36.00	
	Conditional massage therapist	~~$35.00~~36.00	
Ch. 19, Art. II	Night Street Vendor (must also obtain FSE and street vendor)	~~$200.00~~208.00	
Ch. 19, Art. III	Transient sellers	~~$100.00~~104.00	December 31
Ch. 23, Art. II	Flea market seller	~~$20.00~~21.00	Last day of February
	Flea market Operator	~~$50.00~~52.00 ~~$225.00~~234.00	Per day Annual/March 1st
	Secondhand dealer, junk dealer, pawnbroker[1] (including used cars)	~~$140.00~~146.00	December 31

1 Reflects city practice for junk dealers and pawnbrokers.

Location in Code	Description	Fee	Expiration Date
	Junk collector	$25.00	December 31
~~Ch. 4, Art. IV~~	~~Gaming:~~		
	~~Beano~~	~~95.00~~	~~December 31~~
	~~Games of chance (application fee pursuant to section 15-6 only)~~		
~~Ch. 30, Art. III~~	~~Bicycle cabs~~	~~100.00, plus 20.00 per driver~~	~~January 31~~
~~Ch. 30, Art. III~~	~~Horse-drawn cabs~~	~~200.00, plus 20.00 per driver~~	~~April 30~~
~~Ch. 16~~	~~Massage establishment~~	~~60.00~~	~~September 30~~
	~~Combined massage establishment/massage therapist~~	~~50.00~~	
	~~Massage therapist~~	~~35.00~~	
	~~Conditional massage therapist~~	~~35.00~~	
~~Ch. 4, Art. III~~	~~Music, dancing and special entertainment:~~		
	~~Entertainment with dancing~~	~~485.00~~	~~Twelve months or concurrent with state liquor license or with any city license~~

Location in Code	Description	Fee	Expiration Date
	~~Entertainment without dancing~~	~~270.00~~	~~Twelve months or concurrent with state liquor license or with any city license~~
	~~After-hours Entertainment~~	~~545.00~~	~~Twelve months Or concurrent with state liquor license or with any city license~~
	~~Dance hall~~	~~135.00~~	~~June 30~~
	~~Concert hall~~	~~135.00~~	~~June 30~~
	~~Single dance~~	~~35.00~~	~~Per dance~~
	~~Single concert~~	~~35.00~~	~~Per concert~~
~~Ch. 19, Art. II~~	~~Night Street Vendor (must also obtain FSE and street vendor)~~	~~$200.00~~	~~--~~
~~Ch. 4, Art. V~~	~~Nudity in licensed businesses~~	~~1,350.00~~	~~June 30~~
~~Ch. 12, Art. VII~~	~~Operation of rendering facilities~~	~~250.00~~	~~September 30~~
~~Ch. 10, Art. VI~~	~~Sidewalk tanks and pumps~~	~~25.00~~	~~December 31~~
~~Ch. 23, Art. II~~	~~Secondhand goods:~~		

Location in Code	Description	Fee	Expiration Date
	~~Junk collector~~	~~25.00~~	~~December 31~~
	~~Secondhand dealer, junk dealer, pawnbroker[2] (including used cars)~~	~~140.00~~	~~December 31~~
	~~Flea market Operator~~	~~50.00~~ 225.00	~~Per day~~ Annual/~~March 1st~~
Ch. 28, Art. VII	Valet Parking	~~$250.00~~260.00 ~~per~~ location	Twelve months
	Valet Parking Special Event Permit	~~$50.00~~52.00	
Ch. 28, Art. VIII	Wreckers and vehicle towing	~~$255.00~~265.00	June 30
Ch. 30, Art. II	Taxicabs and liveries:		
	Taxicab business license	300.00	April 30
	Livery business license	300.00	April 30
	Taxicab driver's license	75.00	April 30
	Taxi Replacement license	10.00	
	Livery driver's license	20.00	April 30
	Livery replacement license	10.00	

~~2 Reflects city practice for junk dealers and pawnbrokers.~~

Location in Code	Description	Fee	Expiration Date
Ch. 30, Art. III	Bicycle cabs	100.00, plus 20.00 per driver	January 31
Ch. 30, Art. III	Horse-drawn cabs	200.00, plus 20.00 per driver	April 30
~~Ch. 19, Art. III~~	~~Transient sellers~~	~~100.00~~	~~December 31~~
~~Ch. 28, Art. VII~~	~~Valet Parking~~	~~$250.00 per location~~	~~Twelve months~~
	~~Valet Parking Special Event Permit~~	~~$50.00~~	
~~Ch. 28, Art. VIII~~	~~Wreckers and vehicle towing~~	~~255.00~~	~~June 30~~

(b) Fees for licenses to be established by the city pursuant to state law shall be as follows:

Description	Fee	Expiration Date
Amusements, including images; pageantry; sleight of hand tricks; puppet shows; feats of balancing; wire dancing; personal agility; or dexterity	~~$20.00~~21.00	Per day
Billiards or pool, per table	~~$30.00~~31.00	Twelve months or concurrent with state liquor license or with any city license

Bowling alley, per establishment	$~~85.00~~88.00	April 30
Carnival (travelling amusement show)	$~~110.00~~114.00	Per day
Circus	$~~165.00~~172.00	Per day
Circus (bona fide nonprofit organization)	$26.00~~25.00~~	Per day
Going-out-of-business sale	$~~95.00~~99.00	--
Menageries	$~~20.00~~21.00	Per day
Merry-go-round or other rides, per type of ride	$~~60.00~~62.00	Per day
Merry-go-round or other rides, per type of ride	$~~235.00~~244.00	December 31
Motion picture theatres (other than open-air drive-in) operating more than six (6) months:		
Seating capacity 999 or less, per screen	$~~270.00~~281.00	June 30
Seating capacity 1,000 or more, per screen	$~~445.00~~463.00	June 30
Temporary--One (1) week or less	$~~30.00~~31.00	One week
Temporary--More than one (1) week but less than two (2) months	$~~45.00~~47.00	Two months
Temporary--More than two (2) months but less than six (6) months	$~~70.00~~73.00	Six months
Roller skating rink	$~~150.00~~156	June 30

BE IT FURTHER ORDERED, that these fees shall be effective on July 1, 2015 unless otherwise noted.

Description	Current Fee	Proposed Fee
Bottle clubs (must obtain FSE and special entertainment if applicable) (Chapter 3 Art. II):	$860	$895.00
Amusement devices (Chapter 4 Art. II):		
Amusement devices (other than pinball and adult amusements), per device	$140	$146.00
Pinball machines, per device	$140	$146.00
Adult amusement devices, per location	$895	$931.00
Music, dancing and special entertainment (Chapter 4 Art. III):		
Entertainment with dancing	$485	$504.00
Entertainment without dancing	$270	$281.00
After-hours Entertainment	$545	$567.00
Dance hall	$135	$140.00
Concert hall	$135	$140.00
Single dance	$35	$36.00
Single concert	$35	$36.00
Gaming (Chapter 4 Art. IV):		
Beano	$95	$99.00
Nudity in licensed businesses (Chapter 4 Art. V):	$1,350	$1,404.00
Food service establishments (FSE) (Chapter 11 Art. II):		
Temporary FSE:		
Reinspection fee for FSE	$75	$75.00 per reinspection
a. Unopened prepackaged food	$85	$89.00
b. Opened or nonprepackaged food	$85	$89.00
Mobile FSE (Chapter 19): a. pushcarts	$295	$307.00
b. Food Trucks	$500	$520.00
c. Base station (for all mobile FSE)	$110	$114.00
Street vendor cooler storage space – maximum of 7 sq. ft.	$35 per 3.5 sq. ft. of space	$36.00 per 3.5 sq. ft. of space
FSE-No food preparation on premises	$165	$172.00
FSE-With preparation limited to hot beverages only	$135	$135.00
FSE-With beer and wine take out	$380	$395.00
FSE/Community Kitchen - Food preparation on premises	$420	$437
FSE Community Kitchen User	$100	$104.00
FSE's with liquor:		
FSE-Class A lounge (Class X)	$2,540	$2,642.00
FSE-Class A restaurant (Class I)	$1,715	$1,784.00
FSE-Hotel (Class IA):		

Description	Current Fee	Proposed Fee
FSE-Class A restaurant/lounge (Class XI)	$2,130	$2,215.00
FSE-Qualified catering service (Class I)	$1,715	$1,784.00
Innholder-15 rooms or less	$1,315	$1,368.00
Innholder-16 to 40 rooms	$1,765	$1,836.00
Innholder-more than 40 rooms	$2,050	$2,132.00
FSE-Spirituous license (Class II)	$560	$582.00
FSE-Vinous license (Class III)	$375	$390.00
FSE-Malt license (Class IV)	$755	$785.00
FSE-Malt and vinous license (Classes III and IV combined)	$830	$863.00
FSE-Nonprofit club (Class IV with catering or Class V without catering)	$675	$702.00
FSE-Liquor catering	$30	$31.00
FSE-Temporary (bona fide nonprofit organization) with any spirituous, vinous or malt license and special entertainment	$60	$62.00
FSE-Auditorium	$535	$556.00
FSE-Civic Auditorium	$1,695	$1,763
Massage Establishments (Chapter 16):		
Massage establishment	$60	$62.00
Combined massage establishment/massage therapist	$50	$52.00
Massage therapist	$35	$36.00
Conditional massage therapist	$35	$36.00
Night Street Vendor (must also obtain FSE and street vendor) (Chapter 19 Art. II):	$200	$208.00
Transient sellers (Chapter 19 Art. III):	$100	$104.00
Secondhand Goods (Chapter 23 Art. II):		
Flea market seller	$20	$21.00
Flea Markets (per day) Operator (annual)	$50 $225	$52.00 $234.00
Secondhand dealer, junk dealer, pawnbroker (including used cars)	$140	$146.00
Junk collector	$25	$25.00
Valet Parking (Chapter 28, Article VII)	$250.00	$260.00
Valet Parking Special Event	$50.00	$52.00
Wreckers and Vehicle Towing (Chapter 28 Art. VIII):	$255	$265.00

FY16 REVENUE FEE SCHEDULE CHANGE

Department: 1200 City Clerk

Account #	Revenue Description	FY15 Current Fee	FY16 Proposed Fee
100-1200-322.00-00			
	Chapter 15 Sec.15-12 (a) & (b) Fees:		
	Bottle Clubs	860.00	895.00
	Amusement Devices(other than pinball/adult amusements)	140.00	146.00
	Adult Amusement Devices/Establishment	895.00	931.00
	Pinball Machines	140.00	146.00
	Entertainment W/Out Dance	270.00	281.00
	Entertainment With Dance	485.00	504.00
	After Hours Entertainment	545.00	567.00
	Dance Hall/ Concert Hall	135.00	140.00
	Concert / Dance (Single)	35.00	36.00
	Beano	95.00	99.00
	Nude Activity	1,350.00	1,404.00
	FSE Temp Food Service Permit	85.00	89.00
	Pushcart	295.00	307.00
	Food Truck	500.00	520.00
	Base Station	110.00	114.00
	Pushcart-Cooler Storage	35.00	36.00
	Night Vendor	*200.00	208.00
	Transient Sales	100.00	104.00
	FSE W/Out Prep	165.00	172.00
	FSE W/Prep	420.00	437.00
	Beer/Wine Takeout	380.00	395.00
	Community Kitchen	420.00	437.00
	Community Kitchen User(Fee included with FSE)	100.00	104.00
	Class A Lounge	2,540.00	2,642.00
	Class I FSE	1,715.00	1,784.00
	Class I-A FSE Inn 0-15	1,315.00	1,368.00
	Class I-A FSE Inn 16-40	1,765.00	1,836.00
	Class I-A FSE Inn 41+	2,050.00	2,132.00
	Class II FSE (Spirits)	560.00	582.00
	Class III & IV (Beer&Wine)	830.00	863.00
	Class III FSE (Wine Only)	375.00	390.00
	Class IV FSE (Beer)	755.00	785.00
	Class IV/V Non-Profit	675.00	702.00
	Class XI Rest / Lounge	2,130.00	2,215.00
	Liquor Catering Permit Off Premises	30.00	31.00
	Non-profit 2-day Liquor Permit	60.00	62.00
	FSE Auditorium	535.00	556.00
	FSE Civic Auditorium	1,695.00	1,763.00
	Massage Establishment	60.00	62.00
	Massage Estab / Therapst	50.00	52.00

*Revised: 03/24/15

FY16 REVENUE FEE SCHEDULE CHANGE

Department: 1200 City Clerk

Account #	Revenue Description	FY15 Current Fee	FY16 Proposed Fee
100-1200-322.00-00	Chapter 15 Sec.15-12 Fees:		
Cont. from previous page....			
	Massage Therapist	35.00	36.00
	Second Hand Dealer	140.00	146.00
	Flea Market Seller	20.00	21.00
	Flea Market Operator (Annual)	225.00	234.00
	Flea Market Operator (per Day)	50.00	52.00
	Towing Company	255.00	265.00
	Valet Parking per location	250.00	260.00
	Valet Parking special event fee	50.00	52.00
	Operation of Rendering Facility	250.00	260.00
	Amusements (per Day)	20.00	21.00
	Pool Tables (Non-Mechanical	30.00	31.00
	Bowling Alley	85.00	88.00
	Carnival Per Day	110.00	114.00
	Circus Per Day Profit	165.00	172.00
	Circus Per Day Non-Profit	25.00	26.00
	Merry-Go-Round Per Day	60.00	62.00
	Merry-Go-Round (Annual)	235.00	244.00
	Menageries	20.00	21.00
	Theatre Less Than 999	270.00	281.00
	Theatre Greater Than 999	445.00	463.00
	Temp. Theatre 1 week or less	30.00	31.00
	Temp. Theatre less than 2 months	45.00	47.00
	Temp. Theatre 2-6 months	70.00	73.00
	Skating (Roller Rink)	150.00	156.00
	Closing Out Sale	95.00	99.00

jection: Additional revenue generated with proposed increase
,810

*Revised: 4/29/2015

Order 247-14/15
Tab 15 5-4-15
Tab 24 5-18-15
Tab 22 6-1-15
Tab 14 6-24-15

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

~~DAVID E. BREMERMAN (5)~~
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

AMENDMENT TO PORTLAND CITY CODE
CHAPTER 25, ARTICLE II. DIVISION 2. PERMITS
Re: Street and Sidewalk Occupancy Permit

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

That Chapter 25, Article II, Section 25-27 of the Portland City Code is hereby amended by adding a new section as follows:

Sec. 25-27. Fees.

(a) The following fees are hereby established for the issuance of a revocable street and sidewalk occupancy permit:

(1) Objects other than portable signs, including but not limited to tables, chairs, barricades and bollards, eighty-~~five~~eight dollars ($~~85~~88.00) for one (1) fiscal year or any portion thereof;

(2) Portable signs, twenty-five dollars ($25.00) plus twenty cents ($0.20) per square foot of signage. Square footage is calculated pursuant to section 14-369(b) of the land use ordinance. Permits remain valid until there is a change:

a. In the sign dimensions; or

b. In the use, lessee or ownership of the business causing a change in the business name, design or dimensions.

(3) Vehicles, equipment, or construction materials, fifteen dollars ($15.00) per day or any portion thereof;

(4) Use of city property (including but not limited to festivals, events, promotions, demonstrations, parades, marches, road races, walkathons, fundraisers,

press conferences, rallies, protests, sampling, poll taking, banners and public displays), fee as provided by annual order of the city council;

(5) Use of streets, ways or public places by street goods vendors as defined in Section 19-16 for purposes of vending, thirty-~~five~~six dollars ($~~35~~36.00) per day or any portion thereof;

(6) Permit to Portland's Downtown District or similar organization/business to hold events on not less than twenty-four (24) hours' notice to the city manager, within area or areas designated in permit, one hundred dollars ($100.00) per fiscal year or any portion thereof;

(7) Location of dumpster on city-owned property, except as part of a street festival or other special event declared by the city council, two hundred twenty-five dollars ($225.00) per fiscal year or any portion thereof.

(b) The following fees are hereby established for the issuance of a revocable outdoor dining permit:

(1) Outdoor dining on streets, sidewalks or other public ways, eighty dollars ($80.00) plus two dollars ($2.00) per square foot of dining area per fiscal year or any portion thereof.

(2) Outdoor dining in parks, eighty dollars ($80.00) plus six dollars ($6.00) per square foot of dining area per fiscal year or any portion thereof. In no instance shall the total square footage of dining area equal more than 10% of park space, unless the applicant receives a waiver from the director of parks and recreation or his or her designee. For the purposes of this section, the area abutting the buildings which border Monument Square and extending ten (10) feet from the façade of said buildings shall be considered a sidewalk. The ten (10) foot area shall be measured from that portion of the façade that protrudes furthest into the sidewalk. The area beyond the ten (10) foot sidewalk shall be considered park space.

BE IT FURTHER ORDERED, that these fees shall be effective on July 1, 2015 unless otherwise noted.

Portland, Maine Yes. Life's good here.

Office of the City Clerk
Katherine L. Jones, CCM, City Clerk

MEMORANDUM

TO: **Sheila Hill-Christian, Acting City Manager**
Jennifer Lodge, Budget Director

FROM: **Carolyn M. Dorr, Deputy City Clerk/PAO**

DATE: **March 11, 2015**

RE: **Proposed Fee Changes**

The City Clerk Office is requesting Ordinance section 25-27 (1) & (5), Streets and Sidewalks Fees, be approved.

Fees pertaining to sidewalk sales and street goods vending have not been increased since FY11. In keeping with our revenue strategy to raise fees every five years a 4% fee increase for FY16 is being proposed. This would generate an estimated additional $424.00 in revenue.

cc: Suzanne Knight
Katherine Jones

FY16 REVENUE FEE SCHEDULE CHANGE

Department: 1200 City Clerk

Account #	Revenue Description	FY15 Current Fee	FY16 Proposed Fee
100-1200-322.00-00			
	Chapter 25 Sec.25-27 (10) & (5) Streets & Sidewalks Fees:		
	Sidewalk Permit (fiscal year or any portion thereof)	85.00	88.00
	Street Goods Vendor (per day or any portion thereof)	35.00	36.00

Projection:
Additional revenue generated with proposed increase
$424.00

*Revised: 03/24/15

Order 249-14/15
~~Tab 16 5-4-15~~
~~Tab 25 5-18-15~~
~~Tab 25 6-1-15~~
Tab 15 6-29-15

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

AMENDMENT TO PORTLAND CITY CODE
CHAPTER 28. TRAFFIC AND MOTOR VEHICLES
ARTICLE VII - VALET PARKING, SECTION 273
Re: Valet Parking Fees

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

1. That Chapter 28, Article VII, Section 273 of the Portland City Code is hereby amended to read as follows:

Sec. 28-273. Fees; exceptions.

(a) *Issuance fees.* Applications for yearly valet permits shall be accompanied by an annual nonrefundable fee of two hundred and ~~fifty~~ sixty dollars ($~~250~~260.00) per location. Each location shall only include two (2) parking spaces approved by the Transportation Systems Engineer, whose decision shall be final.

(b) *Special event fee.* Application for a special event permit shall be accompanied by a nonrefundable fee of ~~fifty~~ sixty dollars ($~~50~~60.00) provided that the clerk's office has received ten (10) days' notice prior to such event.

(c) *Application fees.* Except as expressly provided, all applications for original permits, shall be accompanied by an issuance fee and an administrative fee of thirty-five dollars ($35.00) to defray the cost of processing the application. All applications for renewal of licenses shall be accompanied by the fees for issuance and an administration fee of twenty-five dollars ($25.00). The latter fee shall be refundable if the application is denied.

(d) *Late fees.* An additional fee of ten dollars ($10.00) shall be charged for issuance of any permit after expiration of the prior permit.

BE IT FURTHER ORDERED, that these fees shall be effective on July 1, 2015 unless otherwise noted.

Portland, Maine | Yes. Life's good here.

Office of the City Clerk
Katherine L. Jones, CCM, City Clerk

MEMORANDUM

TO: **Sheila Hill-Christian, Acting City Manager**
Jennifer Lodge, Budget Director

FROM: **Carolyn M. Dorr, Deputy City Clerk/PAO**

DATE: **March 11, 2015**

RE: **Proposed Fee Changes**

The City Clerk Office is requesting Ordinance section 28-273 (a) & (b), Valet Parking Fees, be approved.

With the request to increase business license fees for FY16, an increase of $10.00 for each valet parking permit per location and a $2.00 increase for special event parking are being proposed. This would generate an estimated additional $30.00 in revenue.

cc: Suzanne Knight
Katherine Jones

FY16 REVENUE FEE SCHEDULE CHANGE

Department: 1200 City Clerk

Account #	Revenue Description	FY15 Current Fee	FY16 Proposed Fee
100-1200-322.00-00			
	Chapter 28 Sec.28-273 (a) & (b) Valet Parking Fees:		
	Valet Parking (per location)	250.00	260.00
	Special Event Fee	50.00	52.00

Projection:
Additional revenue generated with proposed increase
$30.00

*Revised: 03/24/15

Order 249-14/15
~~Tab 17 5-4-15~~
~~Tab 26 5-18-15~~
~~Tab 26 6-1-15~~
Tab 16 6-24-15

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
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JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

AMENDMENT TO PORTLAND CITY CODE
CHAPTER 25, STREETS, SIDEWALKS AND OTHER PUBLIC PLACES
ARTICLE VII. EXCAVATIONS, SECTION 25-119
Re: Excavator License Fee

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

That Chapter 25, Article VII, Section 25-119 of the Portland City Code is hereby amended to read as follows:

Sec. 25-119. Excavator license.

No person or utility shall excavate in a public place without holding a valid excavator's license and obtaining a street opening permit as provided in division 2 of this article, for such work from the city. The public works authority shall issue the excavator's license upon receipt of an application therefor and the annual license fee of ~~$595.00~~596.00, after having satisfied himself or herself of the competency and ability of the applicant to carry on the business of excavating. Persons or utilities without a previous work history with the city may be required at the discretion of the director to submit references from responsible municipal officials from other municipalities. No person or utility possessing such license shall allow his or her name to be used by any person or utility, directly or indirectly, either to obtain a permit or to do any work under this license; provided, however, that nothing herein shall be construed to prohibit a licensed excavator from doing such work through an authorized agent or employee who is directly and continuously supervised by him while in the performance thereof. A license issued to an excavator may be revoked after notice and hearing, if it is determined by the city that the licensed excavator has willfully disobeyed any portion of this article or the rules and regulations.

BE IT FURTHER ORDERED, that this fee shall be effective on July 1, 2015 unless otherwise noted.

Michael J. Bobinsky
Director of Public Services

TO: Sheila Hill-Christian, Acting City Manager
FROM: Michael J Bobinsky, Director of Public Services
DATE: April 22, 2015
SUBJECT: Revenue Fee Changes – Street Opening Licenses

We are recommending a minor increase in Street Opening Licenses. Changes to this fee are generally associated with changes in the consumer price index. Applying this theory, the fee in 2010 was $554.00. Adjusted for 2015 the fee would be $596.00 which is a dollar increase from rates charged in FY15. Overall revenue is expected to be $42.00

CC: Pat Handrahan, Principal Financial Officer
Jennifer Lodge, Assistant Budget Director
Rhonda Zazzara, Field Inspection Coordinator

FY16 REVENUE FEE SCHEDULE CHANGE

Department Public Services/Street Openings

Account #	Revenue Description	Current Fee	FY16 Proposed Fee
247-3100-320-02-00	Street Opening License (ord chapter 25-119)	$595.00	$596.00

Prepared: 04/21/2015

Order 250-14/15
~~Tab 18 5-4-15~~
~~Tab 27 5-18-15~~
~~Tab 27 6-1-15~~
Tab 17 6-3-15

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
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CITY OF PORTLAND
IN THE CITY COUNCIL

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NICHOLAS M. MAVODONES, JR (A/L)

AMENDMENT TO PORTLAND CITY CODE
CHAPTER 24 SEWERS
ARTICLE IV. SEWER USE CHARGES
RE: SEWER USER CHARGES

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

1. *That Chapter 24, Section 24-72 of the Portland City Code is hereby amended to read as follows:*

Sec. 24-72. Sewer user charges.

(a) *Applicability.* There are levied upon all parcels of land charges for cost of treatment of wastewater and for the operation and maintenance of the wastewater system.

(b) *Billing.* Bills for all charges under this article may be sent to the record owner, or to the person requesting water service. Bills shall be sent to each such owner or person every month, except that persons billed quarterly or seasonally by the Portland Water District for water service may be billed quarterly or seasonally for all charges under this article. All payments shall be credited against the oldest outstanding bill sent to such owner or person. Any payments made to the Portland Water District or its agents, which do not indicate to which account they are to be applied, shall be applied as provided by contract between the city and the Portland Water District.

Bills shall contain an amount for sewer user charges, and if delinquent as provided in section 1-16 of this Code, shall include charges for interest to be computed in the same manner as provided for real estate taxes.

(c) *Computation.* The user charges shall be computed in accordance with the following schedule, as from time to time amended, which shall be sufficient to meet costs of the eligible purposes for which such charges may be used. ~~U~~For user charges under this section for both dwelling units and commercial units, ~~billed for water used after July 1, 2013 the foregoing~~ rate shall be ~~eight~~ nine dollars and ~~eighty-one~~ seventy cents

($~~8.81~~9.70) per hundred cubic feet of volume for connected parcels of land. Beginning January 1, 2016, user charges under this section for both dwelling units and commercial units shall be eight dollars and twenty cents ($8.20) per hundred cubic feet of volume for connected parcels of land. The user charge for developed but unconnected parcels of land shall be one dollar and seventy-one cents ($1.71) per hundred cubic feet of volume. Each metered billing unit shall have a minimum charge of at least one hundred (100) cubic feet per month.

(d) *Purposes for which charges may be used.* Charges and assessments made under this article shall be used consistently with 33 U.S.C.A. § 1281 et seq., and applicable federal regulations for the following purposes:

(1) To defray the current expenses of operating and maintaining the wastewater system, including any assessment made by the Portland Water District;

(2) To pay the interest and repay the principal on any outstanding or future indebtedness of the city for construction of sewers heretofore or hereafter constructed within the city;

(3) To reimburse the city for the cost of computation, billing and enforcement of such charges.

(e) *Collection.* Charges assessed pursuant to this section shall be enforceable pursuant to section 1-16 of this Code.

(f) *Disconnection for nonpayment of charges.* The Portland Water District shall disconnect sewer users with unpaid sewer use charges according to the same terms and procedures used to disconnect water users with unpaid water use charges.

BE IT FURTHER ORDERED, that these fees shall be effective on July 1, 2015 unless otherwise noted.

Portland, Maine | Yes. Life's good here.

To: Members of the City Council

From: Sheila Hill-Christian, Acting City Manager

Date: April 23, 2015

Subject: Sewer Rate Increase for FY2016

The City continues to fund projects related to the DEP managed Combined Sewer Overflow requirements through fist the Tier II and now the Tier III approved projects. This includes financing about $230 million in capital costs over the 20 year time period, which is paid for through the sewer user fee and was anticipated to increase as needed to cover the debt service costs. Also, there are additional requirements related to the consolidated water quality permitting and CMOM compliance, which are reflected in the Sewer Fund budget.

Securing a favorable borrowing rate and receipt of some debt forgiveness funding through the State's revolving loan program and the DEP's stimulus money, along with very favorable construction bids, has offered some relief to the rate increase. Recent rate increases have been:

FY15 5.5%
FY14 3.0%
FY13 0.0%
FY12 3.0%
FY11 3.0%

Based on budget and construction costs estimates, plus the implementation of a new Stormwater Charge (as approved in City Council Order 129-14/15) the existing Sewer Rate of $8.81 will need to be increased to $9.70 per hcf from July 1, 2015 through December 31, 2015. Beginning on January 1, 2016, coinciding with the implementation of the new Stormwater Charge, there will be a reduction of $1.50 in the Sewer Rate down to $8.20 per hcf for the period of January 1, 2016 to June 30, 2016.

Order 251-14/15
~~Tab 19 5-4-15~~
~~Tab 28 5-18-15~~
~~Tab 38 6-1-15~~
Tab 18 6-24-15

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
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JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

FISCAL YEAR 2015-2016 APPROPRIATION RESOLVE

RESOLVED, that the sum of $221,770,295.00 is hereby appropriated for Fiscal Year 2016 for General Municipal purposes; and

BE IT FURTHER RESOLVED, that the sum of $102,776,657.00 is hereby appropriated for Fiscal Year 2016 for School purposes; and

BE IT FURTHER RESOLVED, that the Assessor of Taxes of the City of Portland be and hereby is directed to assess a tax upon all real estate liable to be taxed therein and to assess the owner of, or such other persons as may be liable by law for, personal property liable to be taxed therein on the first day of April, 2015 and not exempt from taxation, to the aggregate amount of $78,978,308.00 for municipal purposes and $79,773,211.00 for school purposes for a total tax levy of $158,751,519.00 resulting in a tax rate of $20.58 per $1,000 of valuation (a 2.9 % increase) and in accordance with the provisions of the Statutes of Maine; and

BE IT FURTHER RESOLVED, all taxes assessed as above and committed to the Director of Finance shall be due on September 11, 2015, and payable in two equal installments, the first due on the 11th day of September, 2015, and the second installment due on the 11th day of March, 2016. The delinquency rate of interest shall be seven percent (7%) per annum on all payments received after the respective due dates and the abatement rate of interest shall be three percent (3%) per annum.

CITY OF PORTLAND, MAINE
COMPARATIVE BUDGET PLAN FY2016
July 1, 2014 - June 30, 2015
July 1, 2015 - June 30, 2016
Finance Committee's Recommendation

		FY 15	FY 16	$ +/( )	%
CITY GENERAL FUND REVENUES					
31	Property Taxes	$ 75,754,243	$ 78,978,308	$ 3,224,065	4.3%
31	Other Local Taxes	8,007,936	8,757,212	749,276	9.4%
32	Licenses & Permits	3,745,774	4,140,154	394,380	10.5%
33	Intergovernmental Revenue	15,169,850	9,320,226	(5,849,624)	-38.6%
34	Charges for Services	32,097,715	34,080,683	1,982,968	6.2%
35	Fines, Forfeits and Penalties	2,065,475	2,003,005	(62,470)	-3.0%
36	Use of Money and Property	7,877,882	8,101,192	223,310	2.8%
39	Other Sources	30,901,598	29,377,510	(1,524,088)	-4.9%
	Fund Balance Use (Restoration)	735,000	500,000	(235,000)	
	Total General Fund Revenues	176,355,473	175,258,290	(1,097,183)	-0.6%
GENERAL FUND EXPENDITURES					
100-1100	City Council	331,195	333,503	2,308	0.7%
100-1200	City Clerk	532,585	576,338	43,753	8.2%
100-1300	Executive	877,488	881,557	4,069	0.5%
	Housing Safety	-	335,783	335,783	
	Total Executive	877,488	1,217,340	339,852	38.7%
100-1400	Assessor	325,352	333,139	7,787	2.4%
100-1500	Finance Administration	1,029,191	1,034,988	5,797	0.6%
	Treasury	682,374	641,983	(40,391)	-5.9%
	Total Finance	1,711,565	1,676,971	(34,594)	-2.0%
100-1600	Legal	498,493	511,850	13,357	2.7%
100-1700	Human Resources Admin	802,801	1,041,392	238,591	29.7%
100-1800	Parking	1,183,259	1,276,152	92,893	7.9%
	Crossing Guides	130,200	129,200	(1,000)	-0.8%
	Elm Street Garage	237,269	242,647	5,378	2.3%
	Spring Street Garage	385,439	417,796	32,357	8.4%
	Temple Street Garage	107,550	108,176	626	0.6%
	Total Parking/Garages	2,043,717	2,173,971	130,254	6.4%
100-1900	Economic Development	264,926	273,906	8,980	3.4%
100-2100	Police Administration	992,383	996,771	4,388	0.4%
	Jetport Security	510,641	518,956	8,315	1.6%
	Uniformed Operations	8,545,710	8,709,329	163,619	1.9%
	Investigation Services	1,602,065	1,691,284	89,219	5.6%
	Support Services	835,219	694,174	(141,045)	-16.9%
	Dispatch	1,879,660	1,970,549	90,889	4.8%
	Total Police	14,365,678	14,581,063	215,385	1.5%

FC Revised: 05/29/15
Reflects FC Yellow Pamphlet Budget Document Materials w/ Sewer Fund Revenue Changes

CITY OF PORTLAND, MAINE
COMPARATIVE BUDGET PLAN FY2016
July 1, 2014 - June 30, 2015
July 1, 2015 - June 30, 2016
Finance Committee's Recommendation

		FY 15	FY 16	$ +/( )	%
100-2200	Fire Administration	646,426	698,488	52,062	8.1%
	Code Enforcement	306,566	363,810	57,244	18.7%
	Field Operations	13,573,695	13,291,410	(282,285)	-2.1%
	Air Rescue	1,111,321	1,104,245	(7,076)	-0.6%
	Operations Support Services	1,122,635	1,107,084	(15,551)	-1.4%
	Total Fire	16,760,643	16,565,037	(195,606)	-1.2%
100-2400	Planning & Urban Dev. Admin	430,104	478,318	48,214	11.2%
	Inspections	697,689	685,289	(12,400)	-1.8%
	Planning	823,195	787,362	(35,833)	-4.4%
	Housing & Comm Dev	145,904	132,742	(13,162)	-9.0%
	Historic Preservation	118,748	124,099	5,351	4.5%
	Total Planning & Urban Development	2,215,640	2,207,810	(7,830)	-0.4%
100-2900	Information Technology	2,147,017	2,135,846	(11,171)	-0.5%
100-3100	Public Services Administration	741,131	767,116	25,985	3.5%
	Cemeteries	586,028	579,885	(6,143)	-1.0%
	Forestry	658,815	622,118	(36,697)	-5.6%
	Districting	2,040,611	2,021,048	(19,563)	-1.0%
	Solid Waste	2,952,070	2,785,945	(166,125)	-5.6%
	Communications	146,852	149,000	2,148	1.5%
	Portland Downtown District	323,321	335,329	12,008	3.7%
	Construction Company	431,027	400,130	(30,897)	-7.2%
	Transportation Opr	2,116,640	2,184,770	68,130	3.2%
	Engineering	713,767	736,461	22,694	3.2%
	Winter	1,098,039	1,147,087	49,048	4.5%
	Fleet Services	3,954,448	3,588,514	(365,934)	-9.3%
	Island Services	568,574	569,545	971	0.2%
	Total Public Services	16,331,323	15,886,948	(444,375)	-2.7%
100-3300	Rec & Facilities Administration	293,933	299,629	5,696	1.9%
	Trades	982,335	890,645	(91,690)	-9.3%
	Public Safety Bldg.	425,862	382,505	(43,357)	-10.2%
	City Hall Maint.	447,778	447,440	(338)	-0.1%
	Merrill Auditorium Maint.	430,777	450,249	19,472	4.5%
	Hadlock Stadium Maint.	263,150	270,650	7,500	2.9%
	Other Buildings Maint.	500,016	512,153	12,137	2.4%
	Ice Arena	533,013	551,105	18,092	3.4%
	Expo Building	403,735	426,876	23,141	5.7%
	Waterfront Maint.	721,211	774,103	52,892	7.3%
	Public Assembly Facilities Mgmt.	687,595	786,915	99,320	14.4%
	Concessions	293,111	313,520	20,409	7.0%
	School HVAC	531,878	539,303	7,425	1.4%
	Athletic Fields	772,084	738,859	(33,225)	-4.3%
	Recreation	1,605,139	1,685,854	80,715	5.0%
	Aquatics	404,512	417,906	13,394	3.3%
	School Maintenance	1,073,776	1,078,755	4,979	0.5%
	Therapeutic Recreation	159,168	189,911	30,743	19.3%
	Golf Course	784,069	781,166	(2,903)	-0.4%
	Golf Course Restaurant	418,887	365,550	(53,337)	-12.7%
	Total Recreation & Facilities Management	11,732,029	11,903,094	171,065	1.5%

FC Revised: 05/29/15
*Reflects FC Yellow Pamphlet Budget Document Materials w/ Sewer Fund Revenue Changes

CITY OF PORTLAND, MAINE
COMPARATIVE BUDGET PLAN FY2016
July 1, 2014 - June 30, 2015
July 1, 2015 - June 30, 2016
Finance Committee's Recommendation

		FY 15	FY 16	$ +/( )	%
100-4100	Public Health	3,899,599	3,833,413	(66,186)	-1.7%
100-4200	Social Services	13,274,993	8,610,001	(4,664,992)	-35.1%
107-4300	Barron Center	15,343,457	15,678,017	334,560	2.2%
100-4700	Debt Service	35,168,703	35,669,850	501,147	1.4%
100-4800	Public Library	3,591,915	3,681,713	89,798	2.5%
100-5100	Pension	6,588,237	7,177,477	589,240	8.9%
100-5200	Health Insurance	15,544,865	15,915,250	370,385	2.4%
	Workers' Comp	1,629,275	1,657,755	28,480	1.7%
	Group Life	189,420	198,790	9,370	4.9%
	Unemployment	175,000	150,000	(25,000)	-14.3%
	FICA	972,000	1,018,909	46,909	4.8%
	Total Employee Benefits	18,510,560	18,940,704	430,144	2.3%
100-7000	Capital Equipment	375,000	375,000	-	0.0%
100-6100	Contingent	125,000	931,000	806,000	644.8%
100-6200	Liability Insurance	763,990	775,003	11,013	1.4%
100-6500	Regional Transportation Program	145,514	130,459	(15,055)	-10.3%
	Contributions	384,000	424,148	40,148	10.5%
	Total Memberships/Contributions	529,514	554,607	25,093	4.7%
100-6700	Wage Adjustment	(237,000)	(111,827)	125,173	-52.8%
	Total General Fund Expenditures	168,874,420	167,533,166	(1,341,254)	-0.8%
100-6502	Metro Assessment	2,511,910	2,485,115	(26,795)	-1.1%
100-6300	County Tax	4,969,143	5,240,009	270,866	5.5%
Total General Fund and Assessments		$ 176,355,473	$ 175,258,290	$ (1,097,183)	-0.6%

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CITY OF PORTLAND, MAINE
COMPARATIVE BUDGET PLAN FY2016
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		FY 15	FY 16	$ +/( )	%
ENTERPRISE FUND REVENUES					
31	Property Taxes, Current Year	$ -	$ -	$ -	0.0%
32	Licenses & Permits	144,000	153,975	9,975	6.9%
33	Intergovernmental	116,800	116,800	-	0.0%
34	Charges for Services	24,873,005	26,704,192	1,831,187	7.4%
36	Use of Money and Property	19,538,843	20,119,843	581,000	3.0%
39	Other Sources	27,733	335,045	307,312	1108.1%
	Fund Balance	(70,018)	(917,850)	(847,832)	
	Total Enterprise Fund Revenues	44,630,363	46,512,005	1,881,642	4.2%
ENTERPRISE FUND EXPENDITURES					
583-2800	Jetport Admin	852,417	894,921	42,504	5.0%
	Field	2,897,820	3,116,380	218,560	7.5%
	General Aviation	39,168	26,293	(12,875)	-32.9%
	Fringe, Indirects, & Chargebacks	3,277,367	3,559,028	281,661	8.6%
	Security	1,663,291	1,663,772	481	0.0%
	Terminal	4,974,756	5,099,636	124,880	2.5%
	Marketing	567,975	545,259	(22,716)	-4.0%
	Parking	4,178,254	4,614,302	436,048	10.4%
	Airfield Deicing	814,119	704,827	(109,292)	-13.4%
	Jetport Anticipated Surplus	897,828	528,643	(369,185)	-41.1%
	Total Jetport	20,162,995	20,753,061	590,066	2.9%
530-3300	Fish Pier	278,345	336,795	58,450	21.0%
570-1503	Sewer--Finance Admin	88,645	87,405	(1,240)	-1.4%
570-3101	PW Admin	272,191	350,679	78,488	28.8%
570-3112	Districting	1,398,181	1,779,367	381,186	27.3%
570-3115	Communications	67,215	68,857	1,642	2.4%
570-3137	Sewer Engineering	899,085	902,786	3,701	0.4%
570-3140	Stormwater Management	1,713,446	-	(1,713,446)	-100.0%
570-3155	Debt Service	7,607,401	7,249,665	(357,736)	-4.7%
570-3156	Fringe Benefits	1,080,389	1,292,651	212,262	19.6%
570-3158	Assessment from Portland Water District	11,062,470	11,255,841	193,371	1.7%
	Total Sewer	24,189,023	22,987,251	(1,201,772)	-5.0%
571-1502	Stormwater - Finance Admin	-	189,204	189,204	
571-3140	Stormwater Management	-	2,035,714	2,035,714	
571-3155	Debt Service	-	-	-	
571-3156	Fringe Benefits	-	209,980	209,980	
	Total Stormwater	-	2,434,898	2,434,898	
Total Enterprise Fund Expenditures		44,630,363	46,512,005	1,881,642	4.2%
TOTAL CITY EXPENDITURES		$ 220,985,836	$ 221,770,295	$ 784,459	0.4%

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CITY OF PORTLAND, MAINE
COMPARATIVE BUDGET PLAN FY2016
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	FY 15	FY 16	$ +/( )	%
SCHOOL DEPARTMENT REVENUES				
Property Taxes	$ 77,469,011	$ 79,773,211	$ 2,304,200	3.0%
Local Revenue	7,377,707	7,554,346	176,639	2.4%
State Subsidy	16,495,951	15,034,100	(1,461,851)	-8.9%
Surplus Use	250,000	415,000	165,000	
Total School Revenues	$ 101,592,669	$ 102,776,657	$ 1,183,988	1.2%
SCHOOL DEPARTMENT EXPENDITURES				
Public Schools	101,592,669	102,776,657	1,183,988	1.2%
TOTAL CITY AND SCHOOL EXPENDITURES	$ 322,578,505	$ 324,546,952	$ 1,968,447	0.6%

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Tab 6-24-15

MICHAEL F. BRENNAN, (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR. (A/L)

ORDER ADOPTING DEVELOPMENT PROGRAM FOR THE PORTLAND DOWNTOWN DISTRICT FOR FISCAL YEAR 2015-2016

ORDERED, pursuant to 30-A M.R.S. Section 5224, after public hearing, the City Council of the City of Portland hereby adopts the Development Program submitted by the Acting City Manager, a copy of which is attached hereto, for the Portland Downtown District for fiscal year 2015-2016.

Economic Development Department
Gregory A. Mitchell, Director

MEMORANDUM

TO: **Mayor and Members of the City Council**

FROM: **Greg Mitchell, Economic Development Director**

DATE: **May 18, 2015**

SUBJECT: **Portland's Downtown District/Annual Assessment Documents**

1. Order Adopting Development Program for PDD;
2. Order Establishing Yearly Assessments; and,
3. Order Authorizing Master Agreement and Supplemental Services Agreement

SPONSOR: Michael Sauschuck, Acting City Manager

COUNCIL MEETING DATE ACTION IS REQUESTED:
June 1, 2015, for a first reading; June 15, 2015 for a second reading, public hearing, and vote.

Can action be taken at a later date? No

If no, why not? This item needs to be acted upon prior to the start of the City's FY2016.

PRESENTATION: Steve Hewins/5 Minutes

I. SUMMARY OF ISSUE

Each year in June, the City Council acts upon the following three Orders:

(1) adopting the Annual Development Program for Portland's Downtown District (PDD);
(2) establishing the yearly assessment fees to property owners located within the PDD; and
(3) authorizing the Master Agreement and Supplemental Services Agreement with PDD.

II. REASON FOR SUBMISSION

City Council authorization is needed for the above three actions.

III. INTENDED RESULT

The intended result is for the PDD to have a yearly development program adopted by the City Council, have assessment fees levied to property owners in the District in order for the PDD to continue its program of services to support downtown cleanliness, safety, and events, and to formalize agreements between the PDD and the City for services. The City departments, which are involved in the provision of services to the PDD, have reviewed and approved this year's Master Agreement and Supplemental Services Agreement.

IV. COUNCIL GOAL ADDRESSED

Promote Economic Development in the City in a manner that provides for increased property values, diversification across industry sectors, and high paying jobs.

V. FINANCIAL IMPACT

This year's assessment of $746,307 will come from special assessments on all real estate in the PDD to fund PDD Development Program expenses for the period July 1, 2015 to June 30, 2016. ***The mill rate to raise this assessment is .92 cents per $1,000 of property value, which has been the same rate for the past six years.***

VI. STAFF ANALYSIS AND RECOMMENDATION

City Staff recommends the City Council approve the three Orders as presented.

VII. LIST OF ATTACHMENTS

1. PDD Development Program for FY16;
2. Listing of Property Owners and Assessment in PDD District;
3. Master Agreement; and,
4. Supplemental Services Agreement

President
Michael Mastronardi

Executive Director
Steve Hewins

Mayor Brennan and City Councilors
May 2015

Portland's Downtown District anticipates a robust 2016 operating year. We will be starting with a new executive director and several new staff. Over the past year our board has expanded and we continue to add talented people from all sectors of downtown Portland. I am pleased to report that the assessment mil rate of .92 for Portland's Downtown District (PDD) remains flat again this year.

We continue to focus our funds and staff on our core mission:

Portland's Downtown District is in the business of maintaining a clean and safe downtown while building and promoting a vibrant business, residential and tourism destination.

As Portland evolves, the economic vitality of the downtown continues to be driven largely by independent small businesses. Our vibrant restaurant, shopping, arts and entertainment scene is dependent upon maintaining and growing our residential, visitor and customer base. We have targeted downtown marketing as a key focus for us this year. We will soon launch a new website and a formal marketing plan to more effectively support downtown businesses.

PDD also is a leader in maintaining a clean and safe downtown. In this effort we partner with the City of Portland through our Master, Baseline and Supplemental Service Agreements. We are assisting the city in managing downtown maintenance by monitoring the new "See, Click and Fix" software and tracking issues that fall within PDD more closely. We doubled the number of police cadets we have working alongside the police department and expanded their hours from 1000am to 800pm. Our mutual goal is to create a downtown environment that exceeds our resident's expectations, allows our businesses to thrive and property owners to continue investing in Portland.

Through our collaboration with the city and local organizations like Creative Portland, the Chamber of Commerce, Portland Metro, and the Convention and Visitors Bureau, we market downtown Portland as a destination for visitors near and far. PDD produces free special events including the Christmas Tree Lighting and the Old Port Festival, and support many others such as the Art Walk.

Our Downtown Visitor Guides will continue to offer one-on-one personalized information services and assistance throughout the peak tourism season. We also produce and distribute over 160,000 copies of our popular Visitor Guide book. Our website, Portlandmaine.com, which will be re-launched in June, is one of the most actively visited in the region.

We continue to work collaboratively with property owners, city departments and community organizations to address ongoing issues such as parking, transportation, graffiti removal, recycling, homelessness, open space, nuisance crimes and safety.

These efforts are needed to support residents and to encourage more people to come downtown or to stay after work. Perhaps more importantly these efforts support the Portland 'brand' – Yes, Life's Good Here. The attractiveness of the city, relative safety, accessibility to visitors for food, lodging, shopping, arts and entertainment are all important to the vibrancy of the city. We will continue to advocate for public policies that support these objectives.

Finally, we are very appreciative of our strong working relationship with the City of Portland, both staff and elected officials. We could not accomplish our mission without this cooperation and mutual support. We look forward to an exceptional 2015-16!

Sincerely,

Michael Mastronardi
Board Chair, Portland's Downtown District
Board Chair

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Tab 6-24-15

MICHAEL F. BRENNAN. (MAYOR)
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CITY OF PORTLAND
IN THE CITY COUNCIL

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ORDER ASSESSING MAINTENANCE AND IMPLEMENTATION ASSESSMENTS IN THE PORTLAND DOWNTOWN DISTRICT FOR FISCAL YEAR 2015-2016

ORDERED, pursuant to 30-A M.R.S. § 5228, after public hearing thereon, that the sum of $746,307 be raised and appropriated from the special assessments on all real estate situated within the boundaries of the Portland Downtown District to fund maintenance and implementation costs for such district for the period beginning July 1, 2015 and ending on June 30, 2016; and

BE IT FURTHER ORDERED, that the said sum be assessed on all real estate within the Portland Downtown District in the amounts set forth on the "List of Maintenance and Implementation assessments" which is attached hereto; and

BE IT FURTHER ORDERED, that the said assessments shall be due July 1, 2015 and payable to the City of Portland at the same time that taxes on other real estate are due; and

BE IT FURTHER ORDERED, that the interest on unpaid assessments shall be at the same rate as interest on other unpaid real estate taxes; and

BE IT FURTHER ORDERED, that the said assessments are hereby committed to the tax collector of the City of Portland for collection, pursuant to 30-A M.R.S. § 5228(5); and

BE IT FURTHER ORDERED, that the tax collector is hereby authorized and directed to take all necessary action for the collection of said assessment.

PARCEL ID	NO	LOCATION	OWNER	OWNER CONT	TAXABLE VAL	Assessment
037 D004001	48	BROWN ST	OCEAN GATE LLC		874,090	804
037 F002001	45	BROWN ST	477 TIME & TEMPERATURE LLC		2,547,200	2,343
037 F012001	41	BROWN ST	MHS INC		171,290	158
037 I002104	15	BROWN ST	O'SULLIVAN MICHAEL &	ALAN J LEWIS JTS	242,400	223
037 I002105	15	BROWN ST	ADLER JANICE B		225,200	207
037 I002201	15	BROWN ST	HUNTER BEVERLY C &	HAROLD G HUNTER	201,800	186
037 I002202	15	BROWN ST	MACEACHERN ALLISON SCOTT		199,100	183
037 I002203	15	BROWN ST	ESCH TREVOR S &	JESSICA P ESCH JTS	257,000	236
037 I002204	15	BROWN ST	SINGER ROBERT B TRUSTEE		185,100	170
037 I002205	15	BROWN ST	JAFFE MICHAEL M &	JANN JAFFE TRUSTEES	229,300	211
037 I002206	15	BROWN ST	MCILVAIN JOHN &	ELIZABETH S MCILVAIN JTS	153,600	141
037 I002207	15	BROWN ST	MCGLOIN SHERRI		150,400	138
037 I002208	15	BROWN ST	DOCTOROFF MARK G		311,800	287
037 I002301	15	BROWN ST	BARBERA SUSAN		189,800	175
037 I002302	15	BROWN ST	KLEBE KURT E TRUSTEE		209,300	193
037 I002303	15	BROWN ST	BAUMAN PATRICIA J		270,300	249
037 I002304	15	BROWN ST	CODERE MARK R		224,100	206
037 I002305	15	BROWN ST	COFFIN KATHLEEN M		205,900	189
037 I002306	15	BROWN ST	HUNT RYAN ETAL		246,400	227
037 I002307	15	BROWN ST	DOCTOROFF MARK G		283,100	260
037 I002401	15	BROWN ST	EWING DANIELLE M		341,900	315
037 I002402	15	BROWN ST	TIEMAN JAMES S		347,900	320
037 I002403	15	BROWN ST	AVERBACH GRETA H &	JAMES M POPKIN JTS	415,100	382
037 I002404	15	BROWN ST	PARKER MARK		351,500	323
037 I002405	15	BROWN ST	GREENEWALT CHARLOTTE		384,500	354
037 I002406	15	BROWN ST	MCGORRILL DONNA T		454,300	418
037 I007001	11	BROWN ST	OLD PORT HOLDING CO LLC	MARGARITAS	840,300	773
032 I007001	0	CANAL PLAZA	COW PLAZA 1 LLC		70,700	65
032 I023001	3	CANAL PLAZA	COW PLAZA 3 LLC		7,027,400	6,465
032 I033001	2	CANAL PLAZA	COW PLAZA 2 LLC		4,650,300	4,278
032 I036001	1	CANAL PLAZA	COW PLAZA 1 LLC		15,976,800	14,699
037 C006001	18	CASCO ST	SHEPLEY LLC		2,629,600	2,419
037 C010001	16	CASCO ST	SOMALUZO LLC		740,700	681
037 D001001	45	CASCO ST	FORTY FIVE CASCO STREET LLC		730,100	672
037 D007001	37	CASCO ST	QUIRK SHIRLEY F ETALS		3,203,200	2,947
037 D023001	15	CASCO ST	15 CASCO STREET LLC		973,000	895
027 F009001	121	CENTER ST	LEVY VALERIE J		1,489,300	1,370
037 I012001	104	CENTER ST	BG CARLETON 2/14/91 LLC &	482 CONGRESS LP	372,360	343
038 C030001	59	CENTER ST	B & B REAL ESTATE LLC		333,600	307
038 E009105	70	CENTER ST	MITCHELL JOHN D	THE STAPLES SCHOOL	196,000	180
038 E009106	70	CENTER ST	APPLE REAL ESTATE	HOLDING LLC	179,300	165
038 E009204	70	CENTER ST	F & H REALTY PARTNERSHIP		194,600	179
038 E009205	70	CENTER ST	F & H REALTY PARTNERSHIP		202,300	186
038 E009304	70	CENTER ST	EAST COAST CONSTRUCTION AND	CONSULTING LLC	203,900	188
038 E009305	70	CENTER ST	MCKERSIE FAMILY LLC		202,900	187
038 E009401	70	CENTER ST	ALDER RUN DEVELOPMENT	COMPANY LLC	352,300	324
038 E009G07	70	CENTER ST	TCG PROPERTIES LLC		184,900	170
038 E009G08	70	CENTER ST	MAINE BUSINESS SERVICES INC		181,700	167
038 E012001	52	CENTER ST	PICTURE ISLAND INC		413,000	380
038 E030001	58	CENTER ST	STEELE DANIEL L		500,630	461
027 C002001	17	CHESTNUT ST	CHESTNUT STREET CHAPEL LLC		195,200	180
027 C010001	21	CHESTNUT ST	PROPERTYONE LLC		163,800	151
027 C010002	21	CHESTNUT ST	CHESTNUT STREET LOFTS LLC		199,000	183
027 C01002E	21	CHESTNUT ST	JORDAN CARA A		151,100	139
027 C01002N	21	CHESTNUT ST	FLETCHER JEFFREY A &	MELANIE C FLETCHER JTS	169,500	156
027 C01002S	21	CHESTNUT ST	MORREL VICTOR &	MARY ELIZABETH MORREL	161,100	148
027 C01002W	21	CHESTNUT ST	TISZENKEL KEITH		169,500	156
027 C01003E	21	CHESTNUT ST	CASTANEA PRIME LLC		164,400	151
027 C01003N	21	CHESTNUT ST	TILTON GARRETT K &	VICTORIA POWERS JTS	175,500	161
027 C01003S	21	CHESTNUT ST	OGDEN JOANNE &	BONNIE B MACINNIS JTS	154,400	142
027 C01003W	21	CHESTNUT ST	VANHOEWYK JOHN VN VET &	DEBORAH VANHOEWYK JTS	169,500	156

PARCEL ID	NO	LOCATION	OWNER	OWNER CONT	TAXABLE VAL	Assessment
027 C01004E	21	CHESTNUT ST	HOEFLER HEIDI		180,500	166
027 C01004N	21	CHESTNUT ST	MCDEVITT MARION JEAN		191,600	176
027 C01004S	21	CHESTNUT ST	KAUFMANN CHARLES L		180,500	166
027 C01004W	21	CHESTNUT ST	NYGAARD DANTON D &	LESLIE J ANDERSON JTS	201,600	185
027 C01005E	21	CHESTNUT ST	NAQUI ALI &	MUNIRA Z NAQUI JTS	183,400	169
027 C01005N	21	CHESTNUT ST	YINDRA SARA R		213,000	196
027 C01005S	21	CHESTNUT ST	ANDERSON KARIN		193,400	178
027 C01005W	21	CHESTNUT ST	CURTIN TERESA ANN &	CHARLES JOHN SHAW JTS	223,000	205
027 C01006E	21	CHESTNUT ST	HAMM LARRY F &	DOROTHY J HAMM JTS	206,300	190
027 C01006N	21	CHESTNUT ST	KRUG ROBERT E WWII VET BLIND &	AURELIA C SCOTT JTS	206,600	190
027 C01006S	21	CHESTNUT ST	SCHWELLENBACH JAMES C &	LORRAINE D	196,300	181
027 C01006W	21	CHESTNUT ST	BARRY PRUDENCE B		226,600	208
027 C01007E	21	CHESTNUT ST	HARDING ALICIA &	MARTIN MARGULIS JTS	251,400	231
027 C01007N	21	CHESTNUT ST	GREENLEAF NANCY P		216,500	199
027 C01007S	21	CHESTNUT ST	MCFAUL RICHARD C &	SUZANNE K VERMILYA JTS	246,300	227
027 C01007W	21	CHESTNUT ST	PORTA NEIL		256,600	236
027 C01008N	21	CHESTNUT ST	COTSIRILOS STEPHANIE G		325,100	299
027 C01008S	21	CHESTNUT ST	WILLIAMS JAN &	SALLY WILLIAMS JTS	325,000	299
027 C01008W	21	CHESTNUT ST	BUSQUE PETER J		312,900	288
027 C0102NW	21	CHESTNUT ST	DUNDAR ERGUN		164,300	151
027 C0102SE	21	CHESTNUT ST	NICHOLS VAL E &	CONSTANCE R NICHOLS JTS	156,800	144
027 C0103NW	21	CHESTNUT ST	MCCALLY MICHAEL &	CHRISTINE CASSEL	181,400	167
027 C0103SE	21	CHESTNUT ST	CASTANEA PRIME LLC		164,500	151
027 C0104NW	21	CHESTNUT ST	FRAZER LORINDA JANE TRUSTEE		196,800	181
027 C0104SE	21	CHESTNUT ST	PATEL TANAY M		169,300	156
027 C0105NW	21	CHESTNUT ST	FULLAM CHARLOTTE		219,000	201
027 C0105SE	21	CHESTNUT ST	NAQUI ALI &	MUNIRA NAQUI JTS	181,800	167
027 C0106NW	21	CHESTNUT ST	MCCULLEY CLYDE &	SUSAN MCCULLEY JTS	212,400	195
027 C0106SE	21	CHESTNUT ST	EISENBERG AVNER &	JULIE GOELL JTS	189,600	174
027 C011001	15	CHESTNUT ST	BOODILLY LLC		1,809,800	1,665
027 F023001	30	CITY CTR	RODWAY PETER E &	MAURA H RODWAY JTS	304,700	280
027 F024001	28	CITY CTR	BROWN J B & SONS		323,600	298
027 F026001	26	CITY CTR	BROWN J B & SONS		627,700	577
027 F027001	24	CITY CTR	BROWN J B & SONS		906,800	834
032 L002001	1	CITY CTR	ONE CITY CENTER ASSOCIATES LLC		29,070,000	26,744
032 P001001	2	CITY CTR	MDA LLC		3,327,900	3,062
032 P003001	4	CITY CTR	FOUR CITY CENTER	PROPERTIES LLC	1,010,400	930
032 P004001	6	CITY CTR	SIX CITY CENTER LLC		2,303,000	2,119
032 P017001	10	CITY CTR	MINA BUILDING LLC		977,400	899
029 D001001	129	COMMERCIAL ST	RSB LIMITED LIABILITY COMPANY		781,200	719
029 D002001	121	COMMERCIAL ST	MAD COW LLC		401,200	369
029 D003001	111	COMMERCIAL ST	BLANCHARD BLOCK LLC		1,773,500	1,632
029 K003001	57	COMMERCIAL ST	OLYMPIA EQUITY INVESTORS V LLC		10,717,000	9,860
029 S001001	145	COMMERCIAL ST	FLEMING CREEK LLC ETALS		6,509,400	5,989
030 A005001	94	COMMERCIAL ST	BMC INC		1,127,400	1,037
030 A101001	90	COMMERCIAL ST	PROPRIETORS OF CUSTOM HOUSE	WHARF ATTN GE	269,400	248
030 C001001	100	COMMERCIAL ST	SOLEY WHARF LLC		5,557,100	5,113
030 D005001	84	COMMERCIAL ST	FINLEY JAMES R &	DALE W WEEKS	537,500	495
030 H001001	144	COMMERCIAL ST	DIMILLO ARLENE ETALS TRUSTEES		4,339,000	3,992
030 H004001	136	COMMERCIAL ST	CARROLL BLOCK LLC		2,249,700	2,070
031 K103001	218	COMMERCIAL ST	PROPRIETORS OF UNION WHARF		239,080	220
031 L034001	250	COMMERCIAL ST	CM WATERFRONT PROPERTIES LLC		2,111,800	1,943
031 L038001	230	COMMERCIAL ST	PROPRIETORS OF UNION WHARF		45,130	42
032 S004001	161	COMMERCIAL ST	ROB DOG REALTY LLC		1,265,900	1,165
032 U003001	185	COMMERCIAL ST	COMPARK LLC		217,280	200
032 V002001	205	COMMERCIAL ST	LANDFALL LLC		695,800	640
032 V004001	211	COMMERCIAL ST	GRANITE FACE LLC		2,205,900	2,029
032 V005001	217	COMMERCIAL ST	217 COMMERCIAL STREET	ASSOCIATES INC	2,637,500	2,427
032 V008001	225	COMMERCIAL ST	225 COMMERCIAL ST ASSOC INC		2,043,400	1,880
038 F004001	241	COMMERCIAL ST	SLM PROPERTIES INC		1,586,800	1,460
038 F006001	245	COMMERCIAL ST	CASCO VIEW HOLDINGS LLC		4,007,900	3,687

PARCEL ID	NO	LOCATION	OWNER	OWNER CONT	TAXABLE VAL	Assessment
038 G00202A	269	COMMERCIAL ST	MGM OLD PORT LLC		135,200	124
038 G00202B	269	COMMERCIAL ST	MARR JEAN		137,600	127
038 G00202C	269	COMMERCIAL ST	GREEN DESIGN LLC		150,500	138
038 G00202D	269	COMMERCIAL ST	HUSSEY CURTIS		143,600	132
038 G00202E	269	COMMERCIAL ST	GAGNON TROY R &	KIRSTEN J GAGNON JTS	139,900	129
038 G00202F	269	COMMERCIAL ST	SERAICHICK SUSAN ETAL		147,600	136
038 G00203A	269	COMMERCIAL ST	CAMPBELL STEVEN		140,900	130
038 G00203B	269	COMMERCIAL ST	RICE LEE P		133,900	123
038 G00203C	269	COMMERCIAL ST	LEWIS LAWRENCE &	JOANNE LEWIS	151,400	139
038 G00203D	269	COMMERCIAL ST	HUDON WILFRED R		140,400	129
038 G00203E	269	COMMERCIAL ST	CONKLIN HENRY C		170,000	156
038 G00203F	269	COMMERCIAL ST	TUCKER HAROLD W III		143,900	132
038 G00204A	269	COMMERCIAL ST	SERNOFFSKY SUSAN		114,000	105
038 G00204B	269	COMMERCIAL ST	KIRKHAM JOHN C &	JENNIFER L MROWKA JTS	150,000	138
038 G00204C	269	COMMERCIAL ST	MCDEVITT JOHN J IV		168,100	155
038 G00204D	269	COMMERCIAL ST	KIMBLE ELLEN SUE		127,200	117
038 G00204E	269	COMMERCIAL ST	LOWRY KATE		141,900	131
038 G00204F	269	COMMERCIAL ST	WONG ROCKET &	LILLIANA M ACUNA JTS	149,000	137
038 G00205A	269	COMMERCIAL ST	BERG ERIC O JR TRUSTEE	OF ERIC O BERG REVOCABLE	160,100	147
038 G00205B	269	COMMERCIAL ST	TARBOX JEFFERY H		174,500	161
038 G00205C	269	COMMERCIAL ST	TALBOT CHELSEA E &	ANTHONY G BERLUCCHI JTS	155,000	143
038 G00205D	269	COMMERCIAL ST	CAHOON DENALI A		198,800	183
038 G00205E	269	COMMERCIAL ST	FLAHERTY CHRISTOPHER F		173,800	160
038 G00205F	269	COMMERCIAL ST	MANN CHRISTIANA E		150,500	138
038 G002267	269	COMMERCIAL ST	MCNULTY BEVIN A		280,300	258
038 G002271	269	COMMERCIAL ST	JKC LLC		257,100	237
040 E003001	311	COMMERCIAL ST	NEAL ALEXANDRA &	EARL BYRON NEAL JTS	428,500	394
040 E003002	311	COMMERCIAL ST	BANKS MICHAEL D		286,800	264
040 E003003	311	COMMERCIAL ST	SMITH JANEW W TRUSTEE		283,600	261
040 E003004	311	COMMERCIAL ST	BROWN J B & SONS		412,900	380
040 E003005	311	COMMERCIAL ST	ATLANTIC PROPERTIES LLC		495,600	456
040 E003006	311	COMMERCIAL ST	BROWN J B & SONS		420,100	386
040 E003007	311	COMMERCIAL ST	KRUITHOFF CATHERINE H &	WAYNE A KRUITOFF	274,600	253
040 E003008	311	COMMERCIAL ST	BROWN J B & SONS		343,100	316
040 E003009	311	COMMERCIAL ST	KROON THOMAS J &	MARIANNE M KROON	377,500	347
040 E00300H	311	COMMERCIAL ST	JBB HOSPITALITY I LLC		12,301,600	11,317
040 E00300R	311	COMMERCIAL ST	BROWN J B & SONS		1,473,700	1,356
040 E003010	311	COMMERCIAL ST	BROWN DOUGLAS W		516,800	475
040 E003011	311	COMMERCIAL ST	BROWN J B & SONS		358,500	330
040 E003012	311	COMMERCIAL ST	BROWN J B & SONS		395,000	363
040 E003013	311	COMMERCIAL ST	PARDI KATHLEEN A		350,100	322
040 E003014	311	COMMERCIAL ST	BROWN J B & SONS		397,900	366
040 F009001	305	COMMERCIAL ST	BAXTER PLACE LLC		6,327,600	5,821
041 A015001	260	COMMERCIAL ST	WATERFRONT MAINE BT LLC		1,194,800	1,099
037 E003001	10	CONGRESS SQ	PLAZA ASSOCIATES AT CONGRESS	SQUARE LP	10,029,900	9,228
027 A015001	465	CONGRESS ST	5 MONUMENT SQUARE LLC		4,928,900	4,535
027 B002001	443	CONGRESS ST	JJR 443 CONGRESS LLC		2,973,400	2,736
027 B004001	439	CONGRESS ST	METROPOLITAN APARTMENTS LLC		3,734,300	3,436
027 B007001	415	CONGRESS ST	ASHBY TEAM LLC		1,769,100	1,628
027 D001001	385	CONGRESS ST	METRO MEDIA PROPERTIES LLC		2,349,540	2,162
032 C001001	390	CONGRESS ST	PRESS HOTEL LLC		9,573,100	8,807
032 G001001	396	CONGRESS ST	A & M PARTNERS INC		9,182,100	8,448
037 A038001	565	CONGRESS ST	PACHIOS BROTHERS I LLC &	LACONIA LLC	1,821,300	1,676
037 A042001	559	CONGRESS ST	HER LLC		287,700	265
037 A043001	555	CONGRESS ST	CORRYMORE ZELLERTON LLC		355,600	327
037 A044001	553	CONGRESS ST	ROCCO HOLDINGS LLC		325,100	299
037 A045001	575	CONGRESS ST	571 ENTERPRISES LLC		402,200	370
037 C014100	531	CONGRESS ST	HEGA REALTY LLC		1,388,800	1,278
037 C014200	531	CONGRESS ST	HEGA REALTY LLC		2,068,100	1,903
037 C014300	531	CONGRESS ST	HEGA REALTY LLC		1,639,100	1,508
037 C014400	531	CONGRESS ST	HEGA REALTY LLC		1,753,700	1,613

PARCEL ID	NO	LOCATION	OWNER	OWNER CONT	TAXABLE VAL	Assessment
037 C014501	531	CONGRESS ST	GRANT SUMNER M &	PERPETUA A GRANT JTS	433,300	399
037 C014502	531	CONGRESS ST	HEGA REALTY LLC		336,500	310
037 C014503	531	CONGRESS ST	SHOREY LINDA J &	JOHN DECKER JTS	491,400	452
037 C014504	531	CONGRESS ST	HEGA REALTY LLC		806,600	742
037 C014505	531	CONGRESS ST	MAGUIRE MICHAEL P &	THELMA D A MAGUIRE JTS	601,500	553
037 C014506	531	CONGRESS ST	HEGA REALTY LLC		396,800	365
037 C014507	531	CONGRESS ST	HEGA REALTY LLC		397,600	366
037 C014508	531	CONGRESS ST	HEGA REALTY LLC		539,500	496
037 C014509	531	CONGRESS ST	HEGA REALTY LLC		310,900	286
037 C014510	531	CONGRESS ST	PAPAGNI CHRISTOPHER		439,600	404
037 C016001	551	CONGRESS ST	551 CONGRESS STREET LLC		848,900	781
037 C017006	547	CONGRESS ST	MOULTON THOMAS W		638,000	587
037 C01701A	545	CONGRESS ST	R & J 545 PARTNERS LLC		142,800	131
037 C01701B	545	CONGRESS ST	R & J 545 PARTNERS LLC		150,900	139
037 C01701C	545	CONGRESS ST	R & J 545 PARTNERS LLC		161,700	149
037 C01702A	547	CONGRESS ST	MARTIN ROGER		132,100	122
037 C01702B	547	CONGRESS ST	LIPPMANN AMY TRUSTEE		123,900	114
037 C01702C	547	CONGRESS ST	RUSSMAN BRETT		145,500	134
037 C01702D	547	CONGRESS ST	WHEELER-BERTA FRANNIE		204,700	188
037 C01702E	547	CONGRESS ST	CAREY EDGAR J II		143,500	132
037 C01703A	547	CONGRESS ST	BOURKE PATRICK J IV		201,700	186
037 C01703B	547	CONGRESS ST	MACE F CHARLES		194,400	179
037 C01703C	547	CONGRESS ST	PACKARD JEFFREY G &	RICHARD H PACKARD JTS	256,800	236
037 C01704A	547	CONGRESS ST	FITZPATRICK SUSAN E		197,900	182
037 C01704B	547	CONGRESS ST	GRANO ROBERT C TRUSTEE		160,200	147
037 C01704C	547	CONGRESS ST	TYSON BRUCE &	ANDREA TYSON JTS	270,800	249
037 C01705A	547	CONGRESS ST	HENRY MICHAEL T &	JAIME COHEN JTS	592,400	545
037 C01705B	547	CONGRESS ST	BLISSFUL BOUND LLC		254,100	234
037 D002001	511	CONGRESS ST	OCEAN GATE LLC		9,511,500	8,751
037 D024001	519	CONGRESS ST	MAINE CHARITABLE MECHANIC	ASSOC	595,870	548
037 E002001	585	CONGRESS ST	TRUSIANI ANNAMARIE & PAUL J		1,337,300	1,230
037 F017001	489	CONGRESS ST	MHS INC		1,226,800	1,129
037 F018001	481	CONGRESS ST	477 TIME & TEMPERATURE LLC		77,500	71
037 F018002	481	CONGRESS ST	477 TIME & TEMPERATURE LLC		850,300	782
037 F022001	477	CONGRESS ST	477 TIME & TEMPERATURE LLC		5,280,500	4,858
037 G001001	594	CONGRESS ST	FITZGIBBONS VIRGINIA S &	LEE F STREET TRUSTEE	802,600	738
037 G004001	582	CONGRESS ST	584 CONGRESS STREET LLC		217,000	200
037 G005001	580	CONGRESS ST	BBB INC		536,300	493
037 G006001	578	CONGRESS ST	578 CONGRESS LLC		219,400	202
037 G007001	576	CONGRESS ST	574 ASSOCIATES LLC		185,800	171
037 G008001	574	CONGRESS ST	574 ASSOCIATES LLC		191,800	176
037 G009001	570	CONGRESS ST	PRIDE RALPH H TRUSTEE		542,700	499
037 G012001	584	CONGRESS ST	584 CONGRESS ST LLC		137,000	126
037 G014001	562	CONGRESS ST	TERBAX REALTY INC		5,095,800	4,688
037 H001001	550	CONGRESS ST	NEVERMORE LLC		480,400	442
037 H002002	540	CONGRESS ST	540 CONGRESS STREET LLC		2,152,700	1,980
037 H002003	540	CONGRESS ST	540 CONGRESS STREET LLC		142,900	131
037 H002004	540	CONGRESS ST	540 CONGRESS STREET LLC		145,400	134
037 H002005	540	CONGRESS ST	540 CONGRESS STREET LLC		142,900	131
037 H002006	540	CONGRESS ST	504 CONGRESS STREET LLC		160,700	148
037 H005001	536	CONGRESS ST	PICKWICK PROPERTIES	OF MAINE LLC	926,100	852
037 H009001	516	CONGRESS ST	PACHIOS BROTHERS II LLC		834,200	767
037 H010001	510	CONGRESS ST	CENTER CITY PLAZA ASSOC		4,309,000	3,964
037 H011001	500	CONGRESS ST	MATERIAL OBJECTS		177,800	164
037 H011002	500	CONGRESS ST	BARBA NANCY L		188,600	174
037 H013001	504	CONGRESS ST	KAPLAN 504 LLC		1,176,200	1,082
037 I001001	498	CONGRESS ST	BEAVER BLOCK LLC		648,500	597
037 I002101	490	CONGRESS ST	GRACE LLC		232,600	214
037 I002102	492	CONGRESS ST	ZILKHA MICHAEL S		260,600	240
037 I003001	482	CONGRESS ST	BG CARLETON 2/14/91 LLC &	482 CONGRESS LP	3,125,600	2,876
037 I004001	480	CONGRESS ST	SCIOTO DARBY INVESTMENTS INC		983,700	905

PARCEL ID	NO	LOCATION	OWNER	OWNER CONT	TAXABLE VAL.	Assessment
037 I005001	486	CONGRESS ST	BARTHE DONNA		316,000	291
039 A001001	626	CONGRESS ST	PARK WONBAE &	IP BOON PARK JTS	810,700	746
039 A002001	622	CONGRESS ST	STONE COAST PROPERTIES LLC		913,300	840
039 A005001	616	CONGRESS ST	614 CONGRESS STREET LLC		1,029,200	947
039 A008001	610	CONGRESS ST	19 SOUTH STREET LLC		328,800	302
039 A009001	608	CONGRESS ST	19 SOUTH STREET LLC		289,700	267
039 A010001	606	CONGRESS ST	RICE GEOFFREY I		248,200	228
039 A013001	600	CONGRESS ST	RICE GEOFFREY I		878,100	808
039 A038001	612	CONGRESS ST	BLUE BAY LLC		282,400	260
045 A001001	660	CONGRESS ST	A K LONGFELLOW LLC		309,300	285
045 A002001	656	CONGRESS ST	RICE GEOFFREY I		843,000	776
045 A003001	638	CONGRESS ST	638 CONGRESS STREET	PARTNERS LLC	5,101,800	4,694
045 A034001	664	CONGRESS ST	RANS LLC		464,900	428
045 A035001	670	CONGRESS ST	LONGFELLOW SQUARE	PARTNERS LLC	611,700	563
046 C011001	675	CONGRESS ST	DOUKAS WILLIAM B		367,700	338
046 C012001	673	CONGRESS ST	DOUKAS ANDREW J		147,700	136
046 C013001	671	CONGRESS ST	DOUKAS ANDREW J &	WILLIAM B DOUKAS JTS	169,900	156
046 C019001	667	CONGRESS ST	MSD PROPERTIES LLC		671,500	618
046 D018001	653	CONGRESS ST	RICE GEOFFREY TRUSTEE		235,600	217
046 D021001	655	CONGRESS ST	TRELAWNY 657 LLC		5,222,500	4,805
046 D022001	645	CONGRESS ST	BAYSIDE MAINE LLC		3,783,700	3,481
046 D026001	633	CONGRESS ST	BURNHAM ARMS LLC		2,218,100	2,041
046 D027001	629	CONGRESS ST	BURNHAM ARMS ANNEX LLC		160,400	148
046 D028001	625	CONGRESS ST	BURNHAM ARMS ANNEX LLC		227,500	209
046 D029001	619	CONGRESS ST	BAXTER LIBRARY LP		2,502,600	2,302
038 C009001	24	COTTON ST	CASCO VIEW HOLDINGS III LLC		729,500	671
038 C012001	8	COTTON ST	CASCO VIEW HOLDINGS III LLC		1,862,500	1,714
038 F019001	19	CROSS ST	CASCO VIEW HOLDINGS II LLC		6,943,300	6,388
027 A001001	320	CUMBERLAND AVE	25 PREBLE STREET LLC		6,259,500	5,759
037 B001001	380	CUMBERLAND AVE	THREE EIGHTY CUMBERLAND	ASSOCIATES LLC	1,807,000	1,662
037 D003001	360	CUMBERLAND AVE	53-57 ALLEN AVE	LIMITED LIABILITY	465,800	429
037 F009001	338	CUMBERLAND AVE	THREE FORTY ASSOCIATES LLC		1,811,700	1,667
029 K001001	7	CUSTOM HOUSE ST	OLYMPIA EQUITY	INVESTORS IV LLC	5,902,300	5,430
032 U004001	1	DANA ST	ONE DANA LLC		902,700	830
032 U005001	7	DANA ST	TRANSMAINE		665,700	612
032 V001001	10	DANA ST	10 DANA STREET LLC		1,254,500	1,154
040 B028001	1	DANFORTH ST	GIOBBI ARCHIE S &	MATILDA M JTS	394,000	362
040 D001001	20	DANFORTH ST	BROWN J B & SONS		2,818,400	2,593
040 D002001	10	DANFORTH ST	WRIGHT-RYAN REAL ESTATE LLC		1,003,100	923
032 D001001	107	EXCHANGE ST	TOP OF EXCHANGE LLC		918,700	845
032 D002001	97	EXCHANGE ST	TOP OF EXCHANGE LLC		1,959,500	1,803
032 D003001	93	EXCHANGE ST	TOP OF EXCHANGE LLC		1,430,600	1,316
032 D004001	85	EXCHANGE ST	TOP OF EXCHANGE LLC		2,548,400	2,345
032 E001001	57	EXCHANGE ST	57 EXCHANGE STREET LLC		2,906,700	2,674
032 E002001	53	EXCHANGE ST	PALACCI ALBERT		1,176,800	1,083
032 E004001	49	EXCHANGE ST	PALACCI ALBERT		567,400	522
032 E005001	45	EXCHANGE ST	45 EXCHANGE STREET LLC		2,130,900	1,960
032 E008001	39	EXCHANGE ST	PALACCI ALBERT		949,600	874
032 E009001	31	EXCHANGE ST	B & C LIMITED		1,027,000	945
032 F010001	9	EXCHANGE ST	ELEVEN EXCHANGE LLC		1,421,700	1,308
032 F012001	5	EXCHANGE ST	ELEVEN EXCHANGE LLC		619,500	570
032 F014001	1	EXCHANGE ST	ELEVEN EXCHANGE LLC		517,600	476
032 H001001	110	EXCHANGE ST	ONETEN EXCHANGE LLC		1,176,600	1,082
032 H002001	106	EXCHANGE ST	RICH BUILDING LLC		721,500	664
032 H003001	102	EXCHANGE ST	PALACCI JOSEPH		848,700	781
032 H006001	92	EXCHANGE ST	MAINESCAPE PROPERTIES LLC		568,300	523
032 H007001	88	EXCHANGE ST	WHALEBACK ASSOCIATES LLC		710,800	654
032 H008001	80	EXCHANGE ST	MURAL ASSOCIATES		1,795,300	1,652
032 I002001	52	EXCHANGE ST	OLD PORT ARMS		1,557,200	1,433
032 I006001	50	EXCHANGE ST	FITZGIBBONS VIRGINIA S &	LEE F STREET TRUSTEES	593,000	546
032 I008001	44	EXCHANGE ST	44 EXCHANGE STREET LLC		1,679,900	1,546

PARCEL ID	NO	LOCATION	OWNER	OWNER CONT	TAXABLE VAL.	Assessment
032 I010001	34	EXCHANGE ST	PALACCI SION &	JOSEPH PALACCI	815,400	750
032 I011001	30	EXCHANGE ST	MAINELAND REAL ESTATE	CONSULTANTS LLC	683,100	628
032 I012001	10	EXCHANGE ST	10 EXCHANGE PROPERTIES LLC		2,133,700	1,963
032 I040001	44	EXCHANGE ST	COW PLAZA 1 LLC		247,500	228
029 B004001	341	FORE ST	JACKSON MICHAEL		140,700	129
029 B004002	341	FORE ST	O'CONNOR DENNIS R III &	BARBARA M O'CONNOR JTS	127,400	117
029 B004003	341	FORE ST	R & L LLC		146,800	135
029 B004004	341	FORE ST	CHILDS DONNA W		140,700	129
029 B004005	341	FORE ST	PENDERS JOHN F IV		128,600	118
029 B004006	341	FORE ST	KELLER BENJAMIN R		139,100	128
029 B004007	341	FORE ST	ALAGIC SUAD		130,700	120
029 B004008	341	FORE ST	DALTON JENNIFER L		129,900	120
029 B004009	341	FORE ST	KNECHT GERALD C		397,500	366
029 B004010	341	FORE ST	BOOTHBY SQUARE PROPERTIES LLC		180,000	166
029 B004011	341	FORE ST	BOOTHBY SQUARE PROPERTIES LLC		118,100	109
029 C001001	340	FORE ST	ADB REATLY LLC		120,000	110
029 C001002	340	FORE ST	HAYEK LEE-ANN C TRUSTEE		128,000	118
029 C001003	340	FORE ST	ANGOFF RONALD &	NANCY ANGOFF JTS	220,000	202
029 C001004	340	FORE ST	ABD REALTY LLC		141,500	130
029 C001005	340	FORE ST	ADB REALTY LLC		65,900	61
029 C002001	336	FORE ST	DOCK FORE INC		348,000	320
029 C003001	334	FORE ST	PORT CITY APARTMENTS		401,100	369
029 C005001	330	FORE ST	J & R VENTURES LLC		445,700	410
029 C006003	320	FORE ST	FORE STREET INVESTMENTS LLC		162,100	149
029 C006004	320	FORE ST	FORE STREET INVESTMENTS LLC		167,700	154
029 C006005	320	FORE ST	FORE STREET INVESTMENTS LLC		122,100	112
029 C006006	320	FORE ST	FORE STREET INVESTMENTS LLC		138,200	127
029 C006007	320	FORE ST	FORE STREET INVESTEMENTS LLC		392,100	361
029 E007001	291	FORE ST	NOVICK SAMUEL L		812,000	747
029 E012001	277	FORE ST	287 FORE STREET LLC		321,580	296
029 K002001	288	FORE ST	EAST BROWN COW LIMITED	LIABILITY COMPANY	1,103,000	1,015
029 K005001	280	FORE ST	OLYMPIA EQUITY	INVESTORS V-P LLC	12,880,800	11,850
029 K006001	300	FORE ST	OLYMPIA EQUITY	INVESTORS IV LLC	497,800	458
029 K0060B2	300	FORE ST	OLYMPIA EQUITY	INVESTORS IV LLC	98,000	90
029 K0060B3	300	FORE ST	OLYMPIA EQUITY	INVESTORS IV LLC	70,000	64
032 F005001	363	FORE ST	ELEVEN EXCHANGE LLC		883,400	813
032 F007001	375	FORE ST	ELEVEN EXCHANGE LLC		467,200	430
032 F008001	375	FORE ST	ELEVEN EXCHANGE LLC		451,000	415
032 F013001	379	FORE ST	ELEVEN EXCHANGE LLC		648,800	597
032 I018001	395	FORE ST	395 FORE STREET LLC		912,300	839
032 I041001	425	FORE ST	COW PLAZA GARAGE LLC		5,931,300	5,457
032 I041002	425	FORE ST	BANGOR SAVINGS BANK		85,000	78
032 I042001	433	FORE ST	COW PLAZA HOTEL LLC		12,367,300	11,378
032 J001001	386	FORE ST	386 FORE STREET LLC		1,197,900	1,102
032 J002001	392	FORE ST	PFEFFER RICHARD A &	J EDWARD STEBBINS	864,600	795
032 J004001	396	FORE ST	BEER GUYS LLC		166,400	153
032 J004002	396	FORE ST	BEER GUYS LLC		180,300	166
032 J004003	396	FORE ST	BEER GUYS LLC		228,300	210
032 J00400B	396	FORE ST	BEER GUYS LLC		151,600	139
032 J005001	398	FORE ST	FORE STREET PARTNERSHIP	LIMITED PARTNERSHIP	375,100	345
032 J005002	398	FORE ST	FORE STREET PROPERTIES	LIMITED PARTNERSHIP	300,000	276
032 J005003	398	FORE ST	INGALLS ROGER E		271,600	250
032 J005004	398	FORE ST	INGALLS ROGER E		271,600	250
032 N009001	414	FORE ST	GOULD COMPANY LLC		601,300	553
032 N010001	416	FORE ST	416 FORE STREET LLC		479,000	441
032 N011001	422	FORE ST	HARDING RICHARD B ETAL		450,100	414
032 N012001	424	FORE ST	SOLETSKY LIMITED LIABILITY CO		828,700	762
032 R001001	428	FORE ST	428 FORE STREET LLC		756,200	696
032 R003001	432	FORE ST	DREAM PORT 3 LLC		423,200	389
032 R004001	434	FORE ST	DREAM PORT 3 LLC		493,300	454
032 R007001	436	FORE ST	DREAM PORT 3 LLC		1,275,000	1,173

PARCEL ID	NO	LOCATION	OWNER	OWNER CONT	TAXABLE VAL.	Assessment
032 R008001	446	FORE ST	DREAM PORT 3 LLC		1,000,500	920
032 S001001	366	FORE ST	MCGEE CHARLES T &	RICHARD P HERRERA TR	2,321,400	2,136
038 B003001	481	FORE ST	NORTH RIVER IV LLC		3,634,900	3,344
038 F008001	470	FORE ST	DICTAR ASSOCIATES II		2,148,000	1,976
038 F009001	468	FORE ST	HARBOR PLAZA ASSOCIATES II		7,658,200	7,046
038 F009002	468	FORE ST	DICTAR ASSOCIATES II		2,360,900	2,172
038 G001001	486	FORE ST	RREEF AMERICA REIT III CORP Z4		3,257,600	2,997
038 G007001	508	FORE ST	RREEF AMERICA REIT III CORP Z4		701,800	646
037 A001001	45	FOREST AVE	NORTHERN NEW ENGLAND	TELEPHONE OPERATIONS	10,420,800	9,587
037 A012001	39	FOREST AVE	39 LLC		2,957,100	2,721
037 A022001	25	FOREST AVE	PORTLAND STAGE COMPANY		822,900	757
037 A033001	11	FOREST AVE	PACHIOS BROTHERS I LLC &	LACONIA LLC	499,480	460
037 A046001	7	FOREST AVE	D & D PARTNERS LLC		372,500	343
037 E004001	28	FOREST AVE	PLAZA ASSOCIATES AT CONGRESS	SQUARE LP	197,750	182
037 E005001	32	FOREST AVE	RB PORTLAND LLC		162,900	150
037 E005002	32	FOREST AVE	PLAZA ASSOCIATES AT CONGRESS	SQUARE LP	175,560	162
027 F028001	41	FREE ST	SURPLUS STORE INC		117,920	108
027 F029001	23	FREE ST	ONE CITY CENTER ASSOCIATES LLC		6,584,700	6,058
037 G010001	133	FREE ST	HUBBARD'S APTS INC		532,700	490
037 I009001	59	FREE ST	JBG & H ASSOCIATES		448,260	412
038 A001001	10	FREE ST	JBG&H ASSOCIATES		2,933,800	2,699
038 A001002	10	FREE ST	JB BROWN & SONS		713,300	656
038 A005001	22	FREE ST	JB BORWN & SONS		2,519,500	2,318
038 I018001	46	FREE ST	JB BORWN & SONS		2,359,200	2,170
039 B004001	130	FREE ST	MAINEHEALTH		723,380	666
039 B007001	128	FREE ST	ARCAND PROPERTIES LLC		305,000	281
039 B008001	120	FREE ST	MAINEHEALTH		586,840	540
039 C00101B	110	FREE ST	MAINEHEALTH		730,800	672
039 C00101C	110	FREE ST	MAINEHEALTH		1,032,900	950
039 C0010GB	110	FREE ST	MAINEHEALTH		43,300	40
039 C001302	110	FREE ST	MAINEHEALTH		239,500	220
029 C006001	3	GOLD ST	MAINE BODYWORKS LLC		157,000	144
029 C006002	1	GOLD ST	ADNERB PROPERTIES LLC		154,800	142
037 E006009	173	HIGH ST	181 HIGH STREET LLC		8,309,400	7,645
037 E007001	157	HIGH ST	RB PORTLAND LLC		32,802,700	30,178
039 A016001	122	HIGH ST	PACIFIC & SOUTHERN COMPANY INC		79,500	73
039 A016002	122	HIGH ST	GANNETT KENTUCKY LIMITED	PARTNERSHIP	813,050	748
039 A017001	128	HIGH ST	PACIFIC & SOUTHERN COMPANY INC		2,817,500	2,592
039 A027001	116	HIGH ST	CUMBERLAND CLUB		1,317,200	1,212
039 A035001	110	HIGH ST	ONE HUNDRED AND TEN HIGH ST	LIMITED LIABILITY	382,800	352
039 A037001	106	HIGH ST	THIDWICK LLC		416,200	383
039 E008001	93	HIGH ST	GREATER PORTLAND	LANDMARKS INC	730,600	672
046 D031001	142	HIGH ST	STONE COAST PROPERTIES LLC		4,127,000	3,797
028 K001001	77	MARKET ST	85 MARKET STREET LLC		1,647,500	1,516
028 K003001	75	MARKET ST	WHOLLY COW LLC		3,643,900	3,352
029 O003001	43	MARKET ST	PORTLAND REGENCY INC		285,520	263
032 E010001	46	MARKET ST	MARKET MILK PARTNERS LLC		721,900	664
032 F001001	42	MARKET ST	OCEAN BLOCK ASSOCIATES		809,900	745
032 F002001	36	MARKET ST	36 MARKET ST		661,600	609
032 F003001	30	MARKET ST	E L C INC		511,600	471
028 L007001	131	MIDDLE ST	RACKLEFF BLOCK LLC		2,168,800	1,995
028 M005001	121	MIDDLE ST	123 LLC		2,738,300	2,519
028 N009001	115	MIDDLE ST	BROTHERS THREE LLC		648,300	596
028 N010001	111	MIDDLE ST	VENTURE III HOLDINGS LLC		200,100	184
029 A00101A	150	MIDDLE ST	CEDRONE RONALD M		328,300	302
029 A00101B	150	MIDDLE ST	GOLDEN PEGGY		329,700	303
029 A00101C	150	MIDDLE ST	IN FIRM GROUP THE		290,700	267
029 A00101D	150	MIDDLE ST	IN FIRM GROUP THE		290,700	267
029 A00102A	150	MIDDLE ST	FRANK PATRICK J JR		168,400	155
029 A00102B	150	MIDDLE ST	COTSIRILOS BORLAND LLC		150,800	139
029 A00102C	150	MIDDLE ST	MEIL JOAN F &	HENRY MEIL JTS	158,900	146

PARCEL ID	NO	LOCATION	OWNER	OWNER CONT	TAXABLE VAL.	Assessment
029 A00102D	150	MIDDLE ST	DURRELL KATHERINE A &	STANELY E DURRELL JR JTS	143,400	132
029 A00102E	150	MIDDLE ST	ERNEST PAUL W &	CARMELIA G ERNEST JTS	167,400	154
029 A00102F	150	MIDDLE ST	FRANK JANE C		166,800	153
029 A00102G	150	MIDDLE ST	COHEN ARTHUR C & THELMA JTS		143,300	132
029 A00102H	150	MIDDLE ST	JOHNS F ARTHUR T		168,400	155
029 A00102I	150	MIDDLE ST	BOEPPLE ELIZABETH A		139,600	128
029 A00102J	150	MIDDLE ST	MILLS S PETER		137,100	126
029 A00102K	150	MIDDLE ST	MILLS S PETER		160,900	148
029 A00103A	150	MIDDLE ST	MOUMENE MISSOUM &	ELIZABETH MOUMENE JTS	178,400	164
029 A00103B	150	MIDDLE ST	LINDQUIST PETER R &	SARAH RUEF-LINDQUIST JTS	150,800	139
029 A00103C	150	MIDDLE ST	BELL KEVIN P &	SUSAN F BELL JTS	158,900	146
029 A00103D	150	MIDDLE ST	THORNTON JAMES M		153,400	141
029 A00103E	150	MIDDLE ST	MANGIARACINE KEVIN &	KATHLEEN A	167,400	154
029 A00103F	150	MIDDLE ST	M & B 101 INC		166,800	153
029 A00103G	150	MIDDLE ST	M & B 101 INC		143,300	132
029 A00103H	150	MIDDLE ST	HENDERSON HAROLD L &	RACHEL C HENDERSON JTS	145,800	134
029 A00103I	150	MIDDLE ST	HARDING WILLIAM TRUSTEE		149,600	138
029 A00103J	150	MIDDLE ST	WALTER MARIA L TRUSTEE		137,100	126
029 A00103K	150	MIDDLE ST	MACBRIDE JENNIFER L		160,900	148
029 A00104A	150	MIDDLE ST	FINDLAY JOHN D JR		178,400	164
029 A00104B	150	MIDDLE ST	FISHER LAURIE		150,800	139
029 A00104C	150	MIDDLE ST	CAMP PETER S		158,900	146
029 A00104D	150	MIDDLE ST	MILLS S PETER		153,400	141
029 A00104E	150	MIDDLE ST	GIUSTRA BETSY M TRUSTEE		167,400	154
029 A00104F	150	MIDDLE ST	GUILLAUME RAYMOND		166,800	153
029 A00104G	150	MIDDLE ST	GIARRAPUTO CYNTHIA R &	JOHN P FARRELL JTS	143,300	132
029 A00104H	150	MIDDLE ST	MONTGOMERY JORDAN		145,800	134
029 A00104I	150	MIDDLE ST	KOSTA KATHERINE C		149,600	138
029 A00104J	150	MIDDLE ST	GREENZWEIG NEIL TRUSTEE		137,100	126
029 A00104K	150	MIDDLE ST	GIOVINE DONATO &	MARIAGRAZIA ZANARDI JTS	160,900	148
029 A00105A	150	MIDDLE ST	MIRS PROPERTIES LLC		799,300	735
029 A00105B	150	MIDDLE ST	DUNKERLY ALLAN S TRUSTEE		402,900	371
029 A0010BA	150	MIDDLE ST	242 NEWRY PARTNERS	LIMITED PARTNERSHIP	188,500	173
029 A0010BB	150	MIDDLE ST	242 NEWRY PARTNERS	LIMITED PARTNERSHIP	188,500	173
029 A001P01	150	MIDDLE ST	DUNKERLY MARY V		10,100	9
029 A001P02	150	MIDDLE ST	GIUSTRA BETSY M TRUSTEE		5,100	5
029 A001P03	150	MIDDLE ST	LINDQUIST PETER R &	SARAH RUEF-LINDQUIST JTS	10,400	10
029 A001P04	150	MIDDLE ST	MIRS PROPERTIES LLC		10,100	9
029 A001P05	150	MIDDLE ST	MIRS PROPERTIES LLC		10,100	9
029 A001P06	150	MIDDLE ST	IN FIRM GROUP THE		10,100	9
029 A001P07	150	MIDDLE ST	IN FIRM GROUP THE		10,100	9
029 A001P08	150	MIDDLE ST	GIARRAPUTO CYNTHIA R &	JOHN P FARRELL JTS	10,100	9
029 A001P09	150	MIDDLE ST	MCGOLDRICK RICHARD J		10,100	9
029 A001P10	150	MIDDLE ST	FRANK JANE C		10,100	9
029 A001P11	150	MIDDLE ST	FRANK PATRICK J JR		10,100	9
029 A001P12	150	MIDDLE ST	INFIRM GROUP		10,100	9
029 A001P13	150	MIDDLE ST	MILLS S PETER		10,100	9
029 A001P14	150	MIDDLE ST	ERNEST PAUL W &	CARMELIA G ERNEST JTS	10,100	9
029 A001P15	150	MIDDLE ST	FINDLAY JOHN D JR		10,100	9
029 A001P16	150	MIDDLE ST	MACBRIDE JENNIFER L		10,100	9
029 A001P17	150	MIDDLE ST	CAMP PETER S		10,100	9
029 A001P18	150	MIDDLE ST	CEDRONE RONALD M		10,100	9
029 A001P19	150	MIDDLE ST	CEDRONE RONALD M		10,100	9
029 A001P20	150	MIDDLE ST	THORNTON JAMES M		10,100	9
029 A001P21	150	MIDDLE ST	DUNKERLY ALLAN S &	MARY V DUNKERLY JTS	10,100	9
029 A001P22	150	MIDDLE ST	MIRS PROPERTIES LLC		10,100	9
029 A001P23	150	MIDDLE ST	MIRS PROPERTIES LLC		10,100	9
029 A001P24	150	MIDDLE ST	MIRS PROPERTIES LLC		10,100	9
029 A001P25	150	MIDDLE ST	MIRS PROPERTIES LLC		10,100	9
029 A001P26	150	MIDDLE ST	MIRS PROPERTIES LLC		10,100	9
029 A001P27	150	MIDDLE ST	HARDING WILLIAM TRUSTEE		10,100	9

PARCEL ID	NO	LOCATION	OWNER	OWNER CONT	TAXABLE VAL	Assessment
029 A001P28	150	MIDDLE ST	SHIPYARD INC		10,100	9
029 A001P29	150	MIDDLE ST	SHIPYARD INC		10,100	9
029 E001001	130	MIDDLE ST	ELC LIMITED LIABILITY COMPANY		5,763,200	5,302
029 E006001	100	MIDDLE ST	ALBANY ROAD-PORTLAND LLC		17,130,000	15,760
029 E026001	100	MIDDLE ST	ALBANY ROAD-PORTLAND LLC		16,178,000	14,884
029 O002001	164	MIDDLE ST	164 REALTY LLC		1,232,900	1,134
032 H016001	183	MIDDLE ST	SHOEMAKER LLC		683,900	629
032 H016002	183	MIDDLE ST	LEWIS SAUL & ASSOCIATES PC		549,700	506
032 H016003	183	MIDDLE ST	MORRISSWITZER-BUILDING	FOR HEALTH LLC	549,700	506
032 H016004	183	MIDDLE ST	SLEEPY HOLLOW DEVELOPMENT INC		258,360	238
032 H01604B	183	MIDDLE ST	ITM REALTY II LLC		291,340	268
032 H022001	193	MIDDLE ST	SAVI REALTY LLC		2,004,200	1,844
032 I001001	178	MIDDLE ST	MIDDLE STREET HOLDINGS LLC		5,527,700	5,085
029 A003001	5	MILK ST	MILK STREET ASSOCIATES LLC		2,561,900	2,357
029 B002001	4	MILK ST	4 MILK MHR LLC		1,502,300	1,382
029 O004001	11	MILK ST	PORTLAND REGENCY INC		112,080	103
029 R001001	20	MILK ST	PORTLAND REGENCY INC		7,901,900	7,270
032 F009001	30	MILK ST	OCEAN BLOCK ASSOCIATES		1,313,700	1,209
027 F001001	50	MONUMENT SQ	50 MONUMENT SQUARE LLC		3,166,400	2,913
027 F002001	28	MONUMENT SQ	BUDDE SCOTT &	CHARLOTTE F COLE JTS	760,900	700
027 F002002	28	MONUMENT SQ	STODDARD ROBERT B &	ELIZABETH W SODDARD JTS	566,600	521
027 F002003	28	MONUMENT SQ	28 MSQ LLC		232,300	214
027 F002004	28	MONUMENT SQ	28 MSQ LLC		246,300	227
027 F002005	28	MONUMENT SQ	28 MSQ LLC		116,300	107
027 F003001	22	MONUMENT SQ	22 MONUMENT SQUARE LLC		1,679,700	1,545
027 F004001	6	MONUMENT SQ	PARCHEGGIO LLC		187,000	172
027 F005001	18	MONUMENT SQ	18 MONUMENT SQUARE LLC		574,700	529
027 F006001	16	MONUMENT SQ	MCCURTAIN BRADLEY C		706,700	650
027 F014001	0	MONUMENT SQ	TWO MONUMENT WAY ASSOCIATES		31,700	29
032 K001001	2	MONUMENT SQ	800 NORTHERN CORP		15,107,800	13,899
032 K012001	1	MONUMENT SQ	FINARD MURRAY W TR		10,949,300	10,073
027 F011001	1	MONUMENT WAY	ONE MONUMENT WAY LLC		3,465,500	3,188
032 S003001	7	MOULTON ST	7-9 MOULTON LLC		283,300	261
032 S005001	5	MOULTON ST	MOULTON STREET REALTY LLC		1,924,200	1,770
032 T004001	4	MOULTON ST	ADRIENNE-JANE INCORPORATED		3,521,700	3,240
037 A023001	84	OAK ST	NORTHEAST REALTY INC		341,500	314
037 A035001	72	OAK ST	AVESTA OAK STREET LP		2,196,400	2,021
037 B013001	95	OAK ST	NORTHERN NEW ENGLAND	TELEPHONE OPERATIONS	209,880	193
037 C008001	81	OAK ST	HEGA REALTY LLC		338,940	312
037 H014001	51	OAK ST	MAINE COLLEGE OF ART		155,430	143
037 H014003	51	OAK ST	MAINE COLLEGE OF ART		159,130	146
037 H014005	51	OAK ST	MAINE COLLEGE OF ART		116,560	107
037 H025001	57	OAK ST	NEKOIE BAHMAN &	CATHERINE E JTS	77,300	71
039 B011001	44	OAK ST	44 OAK STREET LLC		1,131,700	1,041
021 A001001	119	PEARL ST	PEARL CUMBERLAND LLC		4,265,900	3,925
028 K002001	66	PEARL ST	LEADER PROPERTIES LLC		4,244,800	3,905
028 L005001	75	PEARL ST	WBFM LLC		1,020,700	939
028 L00502A	75	PEARL ST	WOODMAN BUILDING	ASSOCIATES LLC	571,300	526
028 L00502B	75	PEARL ST	WOODMAN BUILDING	ASSOCIATES LLC	449,000	413
028 L00503A	75	PEARL ST	WOODMAN BUILDING	ASSOCIATES LLC	352,000	324
028 L00503B	75	PEARL ST	WOODMAN BUILDING	ASSOCIATES LLC	461,900	425
028 L00504A	75	PEARL ST	WOODMAN BUILDING	ASSOCIATES LLC	352,000	324
028 L00504B	75	PEARL ST	WOODMAN BUILDING	ASSOCIATES LLC	571,300	526
029 E009001	25	PEARL ST	25 PEARL MHR LLC		14,588,600	13,422
029 E016001	31	PEARL ST	130 LIMITED LIABILITY COMPAMY		4,582,400	4,216
038 E019001	1	PLEASANT ST	EMSWORTH PROPERTY LLC		696,700	641
038 E020001	7	PLEASANT ST	7-19 PLEASANT STREET LLC		392,200	361
038 E021001	9	PLEASANT ST	7-19 PLEASANT STREET LLC		79,990	74
038 E023001	15	PLEASANT ST	7-19 PLEASANT STREET LLC		811,000	746
038 X001001	9	PLEASANT ST	7-19 PLEASANT STREET LLC		11,760	11
040 B013001	14	PLEASANT ST	GIOBBI CARLO JR		250,700	231

PARCEL ID	NO	LOCATION	OWNER	OWNER CONT	TAXABLE VAL.	Assessment
040 B015001	10	PLEASANT ST	GIOBBI CARLO JR		15,100	14
040 B017001	4	PLEASANT ST	GIOBBI ARCHIE S &	MATILDA M JTS	46,020	42
038 B001001	1	PORTLAND SQ	NORTH RIVER IV LLC		15,876,300	14,606
038 B001007	1	PORTLAND SQ	PS ONE REALTY LLC		12,323,400	11,338
038 B002001	2	PORTLAND SQ	NORTH RIVER IV LLC		26,105,600	24,017
027 A014001	7	PREBLE ST	5 MONUMENT SQUARE LLC		57,050	52
037 F005001	28	PREBLE ST	EARL APARTMENTS LLC		2,442,400	2,247
037 F007001	24	PREBLE ST	24 PREBLE STREET LLC		1,221,800	1,124
037 F023001	22	PREBLE ST	477 TIME & TEMPERATURE LLC		2,153,900	1,982
037 B015001	11	SHEPLEY ST	11 SHEPLEY STREET	ASSOCIATES LLC	1,669,800	1,536
037 C001001	0	SHEPLEY ST	OCEAN GATE LLC		322,700	297
037 C004001	0	SHEPLEY ST	OCEAN GATE LLC		204,630	188
029 B001001	37	SILVER ST	WITT-T LLC		520,400	479
029 B003001	25	SILVER ST	PORTLAND REGENCY INC		600,550	553
029 O001011	99	SILVER ST	ARENSBERG LEE C TRUSTEE		120,400	111
029 O001012	99	SILVER ST	TOZESKI DAVID P		120,600	111
029 O001013	99	SILVER ST	NORRIS BRENDA W		121,100	111
029 O001021	99	SILVER ST	THOMS DEBORAH L		118,100	109
029 O001023	99	SILVER ST	JENKINS COLBY LAWRENCE		140,200	129
029 O001024	99	SILVER ST	LEDDY JENNIFER M		114,700	106
029 O001025	99	SILVER ST	LINCOLN STREET PROERTIES LLC		106,800	98
029 O001026	99	SILVER ST	FISCHER CHRISTOPHER E		110,000	101
029 O001028	99	SILVER ST	FLOECKHER PETER W &	SARAH B MAXNER JTS	130,500	120
029 O001029	99	SILVER ST	COUSINS DAVID A		127,900	118
029 O001031	99	SILVER ST	BRAGDON BENJAMIN		123,800	114
029 O001032	99	SILVER ST	BOROWSKI ROBERT B		125,500	115
029 O001033	99	SILVER ST	DUMAS JOHN L		125,500	115
029 O001034	99	SILVER ST	BERG HENRY T TRUSTEE		125,500	115
029 O001035	99	SILVER ST	DODERER WILLIAM K		125,500	115
029 O001036	99	SILVER ST	HAAG DARYA I		107,900	99
029 O001037	99	SILVER ST	KINSMAN JESSICA A		99,900	92
029 O001038	99	SILVER ST	ZURKAN WILLIAM K		109,100	100
029 O001039	99	SILVER ST	LEDUC SANDRA J & SOREL &	KENNETH J JTS	112,600	104
029 O001041	99	SILVER ST	LINCOLN STREET PROPERTIES LLC		129,100	119
029 O001042	99	SILVER ST	KINGRA MICHAEL R &	KATHERINE D SZUM JTS	129,100	119
029 O001043	99	SILVER ST	BHANDARI AMEESH M &	PHYLIS BHANDARI JTS	138,400	127
029 O001044	99	SILVER ST	LITTLEJOHN CLIFTON T		126,900	117
029 O001045	99	SILVER ST	FITZPATRICK SUSAN E		125,500	115
029 O001046	99	SILVER ST	VAN PEURSEM CORINNE M		125,500	115
029 O001047	99	SILVER ST	MANCHESTER CATHLEEN A &	KATIE J MANCHESTER JTS	91,900	85
029 O001048	99	SILVER ST	PEEL BRUCE H		102,700	94
029 O001049	99	SILVER ST	DEVINE DEREK		97,500	90
029 O001210	99	SILVER ST	LINCOLN STREET PROPERTIES LLC		105,500	97
029 O001211	99	SILVER ST	GINTER DAVID R		101,600	93
029 O001212	99	SILVER ST	SILVER VICTORIA J		96,100	88
029 O001213	99	SILVER ST	PROSSER JAMES G		105,600	97
029 O001310	99	SILVER ST	HEALY ROBERT E &	CATHERINE B HEALY JTS	115,100	106
029 O001410	99	SILVER ST	CHANDLER PETER H JR		114,000	105
029 O001501	99	SILVER ST	KATZ JAMES &	CHARLOTTE KASSAB JTS	389,600	358
029 O001502	99	SILVER ST	PEAK 5 EQUITIES LLC		406,200	374
029 O001B01	99	SILVER ST	GIARUSSO DAVID P SR		100,000	92
029 O001B02	99	SILVER ST	JOHNSON BEN A		100,000	92
039 E010001	88	SPRING ST	LAFAYETTE PORTLAND LLC		17,438,200	16,043
055 E037001	190	STATE ST	HUCKSTER'S ROW PROPERTIES LLC		676,800	623
055 E039001	188	STATE ST	LONGFELLOW SQUARE	PARTNERS LLC	1,165,700	1,072
032 H005002	0	TEMPLE ST	11 TEMPLE MHR LLC		2,590,200	2,383
032 I039001	40	UNION ST	CENTRAL MAINE POWER CO	LOCAL TAX	1,289,200	1,186
032 V012001	1	UNION ST	237 COMMERCIAL STREET LLC		1,717,000	1,580
031 L135001	1	UNION WHARF	PROPRIETORS OF UNION WHARF		1,351,100	1,243
032 V014001	50	WHARF ST	DREAM PORT 3 LLC		802,600	738
032 V015001	42	WHARF ST	DREAM PORT 3 LLC		381,200	351

PARCEL ID	NO	LOCATION	OWNER	OWNER CONT	TAXABLE VAL.	Assessment
032 V016001	34	WHARF ST	GVF PROPERTIES LLC		369,600	340
040 E001001	40	YORK ST	BROWN J B & SONS		667,900	614
040 F011001	14	YORK ST	BROWN J B & SONS		2,264,000	2,083
Total:					**811,202,730**	746,307

Order 271-14/15
~~Tab 10 6-1-15~~
~~Tab 32 6-15-15~~
Tab 6-24-15

MICHAEL F. BRENNAN. (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID BRENERMAN (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR. (A/L)

ORDER AUTHORIZING MASTER AGREEMENT AND SUPPLEMENTAL SERVICES AGREEMENT WITH PORTLAND'S DOWNTOWN DISTRICT

ORDERED, that the Acting City Manager is hereby authorized to enter into a Master Agreement, with the Baseline Services provided in Exhibit B, with the Downtown Improvement District Corporation, d/b/a Portland's Downtown District, to carry out the Development Plan for the Portland's Downtown Improvement District for the period from and after July 1, 2015 and ending June 30, 2016, said agreement to be substantially in the form attached hereto as Exhibit A;

BE IT FURTHER ORDERED, that the Acting City Manager is authorized to enter into a Supplemental Services Agreement, substantially in the form attached hereto as Exhibit C, with the Downtown Improvement District Corporation d/b/a Portland's Downtown District to implement Supplemental Public Works Services, as approved in the Fiscal Year 2016 Appropriation Resolve.

MASTER AGREEMENT BETWEEN

THE CITY OF PORTLAND

AND

DOWNTOWN IMPROVEMENT DISTRICT, INC.
D/b/a PORTLAND'S DOWNTOWN DISTRICT

AGREEMENT made by and between the **CITY OF PORTLAND**, a municipal corporation of the State of Maine, hereinafter referred to as the "**CITY**" and the **DOWNTOWN IMPROVEMENT DISTRICT, INC., d/b/a PORTLAND'S DOWNTOWN DISTRICT**, a Maine non-profit corporation, having its office and place of business at Portland, Maine, and doing business as "Portland's Downtown District", hereinafter referred to as the ''**CORPORATION**"

WHEREAS, the **CITY** has established a Downtown Improvement District; and

WHEREAS, the **CITY** desires to have certain services performed by the **CORPORATION**, as described in this Agreement, within the **CITY's** Downtown Improvement District (hereinafter referred to as the ''District''; and

WHEREAS, the **CITY** desires to contract with the **CORPORATION** for the provision of certain services to be provided in the District;

NOW, THEREFORE, in consideration of the covenants herein contained, the parties hereto mutually agree as follows:

ARTICLE I. FINANCIAL CONSIDERATIONS

1. The **CITY** will levy development district assessments on property in the District, as authorized by the City Council and permitted by law. **CITY**-owned property, as well as property which is tax exempt under Maine law, shall not be assessed by the **CITY**.

2. For the period commencing July 1, 2015 and ending June 30, 2016 the City will pay the **CORPORATION** in four (4) installments, to reflect the assessments collected by the City, less the **CITY**'s direct and indirect costs, such as, but not limited to, postage, publication, lien costs and costs of delinquent collection. Installment payments will be made on August 10, 2015; October 12, 2015; February 1, 2016; and May 2, 2016.

3. The **CITY** may adjust such payments, after an advisory consultation with representatives of the **CORPORATION**: either (i) in order to equal the net assessments collected; or (ii) in the event of any challenge to the assessments which includes a request for a refund, to withhold such amounts as the Director of Finance may deem necessary to protect the City from any order or judgment requiring it to make a refund.

   In addition to the foregoing, the **CITY** will pay in a lump sum, within thirty (30) days from the close of the fiscal year, any amount assessed in a prior year, but collected in a subsequent year. Said payment by **CITY** shall be in the amount of the net assessment collected as provided herein, less any amounts remaining to be reimbursed under a prior year Master Agreement or Supplemental Services Agreement with the **CITY**. **CITY** will provide the **CORPORATION** with written detail as to any deductions taken from payments under this paragraph.

   The **CORPORATION** shall provide a fiduciary bond, payable to the **CITY**, in the minimum amount of Ten Thousand Dollars ($10,000.00).

4. Advancements made hereunder shall be reimbursed to the **CITY** from receipts from development district assessments, net of any of the costs referred to in Paragraph 2.

5. Notwithstanding the foregoing, **CORPORATION** agrees that it will neither encumber funds which it anticipates receiving from development district assessments nor incur expenditures in anticipation of receipt of such funds except in accord with the line items in the budget attached hereto as Exhibit A, or any subsequent amendments thereto approved by the **CITY**.

6. The **CITY** and the **CORPORATION** have accepted the **CORPORATION's** budget in Exhibit A, covering the period beginning on uly 1, 2015, and ending on June 30, 2016, with estimated District revenues from the assessments in the amount of $746,307.

7. The parties agree that the acceptance of the budget by the **CITY** is for planning purposes only and does not obligate the **CITY** to pay the **CORPORATION** said amounts. **CORPORATION** specifically acknowledges the **CITY's** right to either terminate or reduce its payments as provided in Paragraph 2.

8. The **CORPORATION** will provide the Director of Finance with a monthly financial statement in a form acceptable to him, including, but not limited to, a statement of its cash position. At a minimum, the statement shall list all income and expenses. The statement shall be due on or before the fifteenth (15th) day of the month following the month to which it relates. In addition, the books and records of the **CORPORATION** shall be audited annually as of the close of business on the thirtieth (30th) day of June by an independent certified public accountant and his report will be delivered to the Director of Finance.

9. The Director of Finance of the City of Portland will advise the **CORPORATION**, from month to month, of the amounts the **CITY** has collected from the assessments referred to herein, so that the **CORPORATION** can amend its budget to conform with the amount of money which may be available to it from the net proceeds of the development district assessments.

10. The **CITY** will maintain the level of "Basic Services" described in the memorandum which is attached hereto as Exhibit B.

11. The **CORPORATION** shall have reasonable access to the **CITY's** assessment collection records, and the **CITY** shall have reasonable access to the **CORPORATION's** books and records.

12. The Director of Finance shall determine the net amount collected by the City from development district assessments. In determining such amount, he shall deduct from the amounts so collected all costs (whether direct or indirect) incurred by the **CITY** both in establishing and also in administering the development district; all costs of assessments and collections; and, if the **CITY** should collect interest on delinquent assessments, such interest shall not be included in the "net amount collected".

13. The Director of Finance shall determine the "net amount collected from development district assessments" as well as the amount to be withheld by the **CITY** in the event of a challenge which includes a request for a refund. The **CORPORATION** may appeal his determination within fourteen (14) days to the **CITY** Manager whose decision will be final.

ARTICLE II. SERVICES

A. ORGANIZATION OF CORPORATION.

The **CORPORATION** will:

1. Provide staff and administrative services for supervision of the daily activities and public space management of the District.

2. Establish positions for administration and management of the program; recruit, hire, and pay and otherwise supervise the work force necessary to implement this charge.

3. Establish a corporate Board of Directors whose members fairly represent a cross section of taxpayers in the District.

4. Establish a mechanism for resolving any dispute to the kind and level of services which may arise

between the **CORPORATION** and persons subject to development district assessments regarding the kind and level of services provided by the **CORPORATION.**

5. Provide liaison between the **CITY**, the District, property owners, civic groups, interested persons, and other groups and individuals, as directed by the **CITY** Manager and necessary to insure the successful implementation of District services.

6. Maintain all minutes and records of proceedings as may be required.

B. SERVICES AUTHORIZED TO BE PROVIDED BY CORPORATION.

The **CORPORATION** is authorized to provide the following services to supplement the **CITY's** "Basic Services" as described in Exhibit B.

1. Decorate and beautify public places in the District.

2. Sponsor and promote public events to take place on or in public places in the District.

3. Advertise and promote non-profit, cultural, educational and commercial business activities in the District.

4. Maintain information and directional signing for the District in accordance with applicable City codes and ordinances.

5. Improve public relations, generating favorable publicity for the District.

6. Manage vending activities, kiosks and information booths.

7. Sweep and clean sidewalks in the District.

8. Clean and erase graffiti.

9. Maintain vegetation and greenery in the public areas.

10. Remove trash and litter.

11. Wash, maintain and relocate street furniture, trash cans, drinking fountains, street lanterns, telephones and undertake minor repairs to street furniture.

12. Remove snow.

13. Provide for security of public areas.

14. Carry out the downtown improvement program authorized and approved by the **CITY** Council as set forth in this Agreement.

C. AUTHORITY OF CORPORATION.

Nothing in this Agreement shall be construed to limit the **CORPORATION**'s general powers, as set forth in the Maine Nonprofit Corporation Act, Title 13-B of the Maine Revised Statutes Annotated.

ARTICLE III. TERM OF AGREEMENT

This Agreement shall commence on July 1, 2015, and continue through, June 30, 2016.

ARTICLE IV. TERMINATION

This Agreement may be terminated by either party for good cause. Good cause shall be deemed to be found by the **CITY** at such time as the **CORPORATION's** performance under this Agreement has been determined in the exclusive judgment of the **CITY** Manager to be unsatisfactory which determination shall not be unreasonable.

If the **CORPORATION** should fail to perform any material covenant, obligation or agreement hereunder for a period of thirty (30) days after written notice from the **CITY** Manager specifying such failure, then, upon expiration of the thirty (30) day period, the **CITY** Manager may provide the **CORPORATION**

with notice of his intention to terminate the Agreement as provided herein.

The **CORPORATION** shall have a ninety (90) day period, computed from the date of receipt of the notice of intent to terminate, within which to provide satisfactory service. In the event the **CITY** Manager should determine, at the expiration of the ninety (90) day period, that the **CORPORATION's** performance is still unsatisfactory and declare that the Agreement is terminated, the **CORPORATION** shall have the right to appeal his decision to the City Council.

The appeal to the **CITY** Council shall be filed with the **CITY** Manager within seven (7) days from the date the **CORPORATION** receives the notice of termination.

The terms and conditions of this Agreement shall remain in full force and effect and binding on both parties until the **CITY** Council has acted on the appeal.

The **CORPORATION** shall be deemed to have good cause to terminate this Agreement if (i) the **CITY**, pursuant to the provisions of Article I, should reduce its anticipated payments by more than 20% of the amount it would otherwise have paid during the periods from July 1, 2015 to December 31, 2015, and January 1, 2016 to June 30, 2016; (ii) if the **CITY** should be more than 30 days in arrears in any payment due hereunder; or (iii) the **CITY** should fail to maintain "Basic Services", as that phrase is defined herein, in a material and substantial way.

In the event the **CORPORATION** should have "good cause" to terminate this Agreement, its relief shall be limited solely to termination of this Agreement, and it shall not be entitled to damages of any kind nor to equitable relief.

Nothing herein shall be construed as giving the **CORPORATION** the right to perform the work contemplated under this Agreement beyond the time when the **CORPORATION's** services become unsatisfactory as determined by the **CITY** Manager, following the ninety (90) day notice period, or, in the event of an appeal, beyond the time the **CITY** Council has affirmed the **CITY** Manager's decision. In case the **CORPORATION** should be discharged before all the services contemplated hereunder have been completed, or the services for any reason should be stopped, either because of

the expiration of the term hereof or because of the inability of the **CORPORATION** to fulfill its obligations under this Agreement, the **CORPORATION** shall be reimbursed for all services satisfactorily performed to the date of termination in accordance with Article II hereof. After notice of termination and completion of the appeal process, the **CORPORATION** shall:

A. With respect to existing activities, take only such actions as the **CITY** Manager shall direct;

B. Assign to the **CITY** in the manner, at the times and only to the extent the **CITY**, acting by and through its **CITY** Manager, may direct it to do so, all the rights, title and interest of the **CORPORATION** in and to all existing orders and agreements.

C. To the extent rights, title and interests of the **CORPORATION** in and to existing orders and agreements may be assigned to the **CITY** and accepted by it; obligations incurred on or after such assignment will be assumed by the **CITY**. Otherwise, the **CORPORATION** shall settle all outstanding liabilities and all claims arising out of any terminated orders or agreements.

D. Deliver to the **CITY**, in the manner, at the times and to the extent directed by the **CITY** Manager, all documents and data produced by the **CORPORATION** as part of or in connection with the work.

ARTICLE V. ASSIGNMENT

The **CORPORATION** covenants and agrees that it will neither assign nor transfer any rights hereunder, either in whole or in part, without first obtaining the prior written consent of the **CITY**.

ARTICLE VI. AREA COVERED

The services will be provided by the **CORPORATION** in the area designated by the **CITY** Council as the Downtown Improvement District of the **CITY** (hereinafter the "District"). A description and map thereof are attached as Exhibits C and D respectively and incorporated herein.

ARTICLE VII. STANDARD OF PERFORMANCE

All services performed under this Agreement either by or on behalf of the **CORPORATION** shall be performed in a good, workmanlike fashion to the reasonable satisfaction of the **CITY** Manager.

ARTICLE VIII. MANAGEMENT OF PERFORMANCE

The **CITY**'s Director of Public Services and/or designee and the **CORPORATION'S** Executive Director and/or designee agree to meet and communicate on a monthly basis using a standard meeting agenda format to address regular topic reviews, including but not limited to quality control in service delivery, updated information on service activities, programs and projects. These services are detailed in this Agreement, its Exhibits, and also in the Supplemental Services Agreement - executed contemporaneously with this Master Agreement - and its Exhibit.

ARTICLE IX. COMPLIANCE WITH LAW

The **CORPORATION** will comply with all applicable provisions of Federal, State, and local law, including, but not limited to, the Civil Rights Act of 1964, in its performance under this Agreement. The **CORPORATION** shall include a similar provision in each of its subcontracts.

ARTICLE X. INDEMNIFICATION

The **CORPORATION** shall, at its own cost and expense, defend, indemnify, and hold harmless the **CITY**, its officers, agents, and employees, from and against the following:

(a) to the fullest extent permitted by law, the **CORPORATION** shall indemnify and hold harmless the **CITY**, its officers and employees, from and against all claims, damages, losses, and expenses, just or unjust, including but not limited to costs of defense, including attorney's fees, arising out of or resulting from the performance of this Agreement, provided that

any such claims, damage, loss or expense is: (1) attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss or use thereof; and (2) is caused in whole or in part by any negligent act or omission of the **CORPORATION**, anyone directly or indirectly employed by it, or anyone for whose act it may be liable;

(b) all claims and liens of the **CORPORATION**'s consultants, subcontractors, and their laborers, mechanics, materialmen, and/or suppliers.

Such obligation shall not be construed either to negate or abridge any other obligation of indemnification, and shall not be limited by any provision for insurance contained in this Agreement.

ARTICLE XI. INSURANCE

Neither the **CORPORATION** nor any of its subcontractors shall commence work under this Agreement until they have provided the insurance coverage required by this Agreement and such coverage has been approved by the **CITY**.

(a) Workers' Compensation Insurance. The **CORPORATION** and its subcontractors shall procure and maintain, at their own expense, and show evidence to the **CITY** of Workers' Compensation Coverage, as well as Employer's Liability Coverage, for their employees. All such policies which are in any way related to the services to be provided hereunder and which are secured and maintained by the **CORPORATION** or any subcontractors shall include clauses requiring that each underwriter shall waive all of its rights of recovery under subrogation or otherwise against the **CITY**. The City shall be named as an additional insured in all such policies.

(b) Prior to the execution of this Agreement, **CORPORATION** will procure and maintain Public Liability Insurance coverage and Automobile Insurance coverage in amounts of not less than Four Hundred Thousand Dollars ($400,000) combined single limit for bodily

injury, death, and property damage, and also Worker's Compensation Insurance coverage, naming the **CITY** as an additional insured thereon. an additional insured on the certificate, in this way: certificate must say either: A) "the policy actually been endorsed to name the City of Portland as an Additional Insured" and a copy of the endorsement must come to the City of Portland with the certificate, or B) "the policy already includes an endorsement, such as the General Liability Expansion Endorsement, by which the City of Portland is, in fact, automatically made an additional insured." A Certificate which merely has a box checked under ''Addl Insr'', or the like, or which merely states The City of Portland is named as an Additional Insured, will not be acceptable.

(d) Deductible Amount. The **CORPORATION** and its subcontractors will reimburse the **CITY** for any amounts it may be required to pay and hold it harmless from the cost of any losses for which they are responsible and to which a deductible amount may apply. The deductible amount in any such policy may not exceed Two Thousand Five Hundred Dollars ($2,500.00) without the written consent of the **CITY**.

(e) Certificate of Insurance. The **CORPORATION** and its subcontractors will provide the **CITY** with either certificates of insurance or certified copies of the applicable policies, showing that they have complied with these provisions, and such certificates shall provide that thirty (30) days' written notice of non-renewal, material modification, or cancellation must be given to the **CITY**, prior to the effective date of such non-renewal, material modification, or cancellation.

(f) Claims-made Policies. Claims-made policies will not be accepted.

ARTICLE XII. INDEPENDENT CONTRACTOR

The **CORPORATION** either has or will secure, at its own expense, all personnel, materials, and equipment required to perform its obligations under this Agreement. Its personnel shall neither include any employee of the **CITY** nor shall such personnel be deemed to have any contractual relationship with the **CITY** by virtue of this Agreement. This Agreement does not prohibit either the **CORPORATION** or the **CITY** from entering into any contractual relationship. The **CORPORATION**, agreeing expressly that its status is that of an independent contractor, further, agrees that no such personnel shall represent or hold himself or herself out to be an officer or employee of the **CITY** either by reason of this Agreement or by reason of his/her employment by the **CORPORATION** or its subcontractors.

ARTICLE XIII. SUBCONTRACTS

The **CORPORATION** may, after thirty (30) days' notice in advance to the **CITY** Manager of its intention to do so, and with his approval, which shall not be unreasonably withheld, subcontract with third parties for the provision of part or all of the public services, including, but not limited to, security services, trash and litter removal, and snow removal, under this Agreement. The **CORPORATION** shall provide the **CITY** with copies of any third party contracts and with any insurance certificates required under this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of this _____ day of June, 2015.

WITNESS **CITY OF PORTLAND**

_____ By: _____
Michael Sauschuck
Its Acting City Manager

WITNESS **DOWNTOWN IMPROVEMENT DISTRICT, INC.**
d/b/a PORTLAND'S DOWNTOWN DISTRICT

_____ By: _____
Michael Mastronardi
Its Board Chairman

PORTLAND'S DOWNTOWN DISTRICT FY2016 BUDGET **July 1, 2015 to June 30, 2016**

ORDINARY INCOME/EXPENSE			
Income			
	ADMIN FEE INCOME-P&S	12,000	
	ASSESSMENT INCOME		
	CITY ASSESSMENT PROCESSING COST	0	
	ASSESSMENT REVENUE	746,307	
	NONPROFIT CONTRIBUTIONS	0	
	TOTAL ASSESSMENT INCOME		746,307
	EVENT INCOME		
	MERRY MADNESS INCOME	12,000	
	LIGHT UP YOUR HOLIDAYS INCOME	10,000	
	ALIVE AT FIVE INCOME	0	
	OLD PORT FESTIVAL INCOME	70,000	
	SHOP FOR A CAUSE INCOME	0	
	PORTLAND WINTERFEST INCOME	5,000	
	TOTAL EVENT INCOME		97,000
	INTEREST INCOME	0	
	ONLINE REVENUES	5,000	
	MARKETING INCOME	5,000	
	P&S INCOME	12,000	
	P&W INCOME	1,000	
	TOTAL ORDINARY INCOME	**878,307**	
Expense			
	BANK SERVICE CHARGES	0	
	CLEANING	2,995	
	CONFERENCES/PROF DEV	1,200	
	CONTRACT LABOR	9,000	
	COPIER MAINTENANCE	250	
	DEPRECIATION EXPENSE	0	
	DUES AND SUBS	3,000	
	EMPLOYEE COSTS		
	HEALTH/DENTAL INSURANCE	42,000	
	LIFE & DISABILITY INSURANCE	4,400	
	PAYROLL PROCESSING FEE	1,000	
	PAYROLL TAX EXPENSE	17,000	
	SIMPLE EXPENSE	4,000	
	TOTAL EMPLOYEE COSTS		68,400
	EMPLOYEE PARKING & BUS	4,800	
	EQUIPMENT EXPENSE	1,000	
	INSURANCE		
	DIRECTORS & OFFICERS	600	
	GENERAL LIABILITY INCLUDING EVENTS	10,000	
	LIQUOR LIABILITY	1,000	

	WORKERS COMPENSATION	1,300	
	TOTAL INSURANCE COSTS		12,900
MEETING EXPENSES		1,500	
POSTAGE		3,500	
PROFESSIONAL FEES			
	ACCOUNTING	6,500	
	COMPUTERS	750	
	LEGAL	1,000	
	TOTAL PROFESSIONAL FEES		8,250
RENT			
	CAM CHARGES	7,880	
	RENT - Other	17,128	
SALARIES AND WAGES		185,000	
	BONUS AND INCENTIVES	10,000	
	TOTAL COMPENSATION		200,000
SUPPLIES		4,000	
TAXES-PROPERTY		400	
TELEPHONE & INTERNET		3,000	
UTILITIES			
	ELECTRIC	1,600	
	GAS	1,200	
TOTAL ORDINARY EXPENSE		**347,003**	
NET ORDINARY INCOME		**531,304**	
OTHER INCOME/EXPENSE			
Expense			
ADOPT A FLAG EXPENSE		0	
ALIVE AT FIVE		0	
BANNERS EXPENSE		2,000	
CRUISE CONSORTIUM EXP		0	
DOWNTOWN WORKER DAY		475	
TARGETED MARKETING		20,000	
GRAFFITI REMOVAL		12,000	
GUIDES EXPENSES			
	GUIDE PROGRAM EXPENSES	500	
	PAYROLL TAX EXPENSES	1,200	
	TELEPHONE STIPEND	200	
	WAGES	12,000	
	TOTAL GUIDE EXPENSES		13,900
HOLIDAY LIGHTS		41,500	
HOMETEAM EXPENSES		5,000	
LIGHT UP YOUR HOLIDAYS			
	MARKETING	5,500	
	PERFORMERS	3,000	
	SECURITY	1,500	

TREE LIGHTING	3,000	
WINDOW WALK	0	
MERRY MADNESS EXPENSES	6,500	
WAGON RIDES	6,000	
TOTAL LUYH EXPENSES		24,400
PORTLAND WINTERFEST EXPENSES	5,000	
OLD PORT FESTIVAL		
MARKETING	5,000	
MISCELLANEOUS	5,000	
PERFORMERS	1,000	
PERMITS	5,800	
SECURITY	1,800	
TOTAL OLD PORT FESTIVAL EXPENSE		20,100
PARK & SHOP		
P&S MISCELLANOUS EXP	3,000	
PARK & SHOP ADMIN EXPENSE	7,000	
TOTAL PARK AND SHOP EXPENSE		10,000
PARK AND WORK EXPENSE	0	
POLICE CADET PROGRAM	24,000	
PRIOR YEAR ADJUSTMENTS	0	
SUPPLEMENTAL SERVICES CONTRACT EXPENSE	335,329	
WEBSITE DEVELOPMENT	18,000	
TOTAL OTHER EXPENSE	**531,304**	
NET INCOME	**0**	

EXHIBIT B TO MASTER AGREEMENT
(BASELINE SERVICES)

MEMORANDUM RELATED TO THE PROVISION OF CERTAIN SERVICES BY THE CITY OF PORTLAND

(July 1, 2015 - June 30, 2016)

This Memorandum relating to the provision of certain services attempts to define the baseline of City services agreed to be provided by the City to the area defined and designated as the Downtown Improvement District as passed by the City Council on March 16, 1992 (Council Order #306, as amended on February 22, 1995, by Council Order #185). This Memorandum is not binding upon the current City Council or any future City Council, but rather is a definition of the City's intent and good faith to provide services to the Downtown Improvement District zone.

It is generally understood that the City shall not reduce any of these usual and normal baseline services, thus requiring the same services to be provided by the Downtown Improvement District, Inc. (d/b/a Portland's Downtown District or its successors, unless these reductions are part of an overall reduction of City services provided by various departments to the City as a whole.

MAINTENANCE SERVICES.

Whereas it is the intention of any downtown improvement district maintenance program to complement existing City services currently provided with a supplementary program of cleaning and/or maintenance, the following information shall comprise the baseline of City services to be provided at City expense. Unless otherwise noted, services to be provided by the City shall apply only to the area(s) considered part of the public way.

1) Horticultural Program.

In all public areas within the downtown improvement district zone, the City will maintain and improve the condition of all flower urns and other flowerbeds,

trees, tree wells, bushes, plantings and other like horticultural amenities. Such activity shall include the initial planting, timely and appropriate maintenance, preventative and otherwise, and expeditious replacement of any damaged, destroyed or diseased horticultural products, including grass, flowers, and trees. Specific areas of attention will include Longfellow Square, Congress Square, Monument Square, Tommy's Park, Post Office Park, Boothby Square, and any other public park, square or space which may be developed in the future.

2) Green Space Maintenance.

The City shall execute a green space maintenance program including mowing of all public grassed areas within the District. .

3) Downtown Blitz.

Each year the City shall undertake a dedicated effort to repair, repaint, replace and correct any defects, deficiencies or problems in the district. Items of focus shall include light and utility poles, sidewalks, curbstones, trashcans, benches, signs, crosswalk markings, traffic signals, tree wells, planters, benches, trees, kiosks, shelters, bollards, and any other amenity that is now or at some point in the future may be installed. This program will be undertaken as early as possible each spring and conclude as rapidly as possible. Performance of some activities, i.e. painting, will take place annually as conditions permit. Major capital activity or the reconstruction and/or repair of significant infrastructure (street paving, sewer work, etc.) would not be considered part of this blitz program.

4) Sidewalk Repair.

To the extent it is funded, the City will undertake an on-going sidewalk repair program to re-grout existing sidewalks and replace bituminous sidewalk repairs with permanent repairs.

5) Street Sweeping.

All streets or parts thereof included in the downtown improvement district zone will be swept from curb line to curb line once per week.

6) Trash Removal.

Daily and when necessary emptying of all public trash receptacles in the downtown improvement district zone and disposal of resulting waste.

7) Holiday Decorations.

Installation and removal of downtown Holiday decorations throughout the District to include Christmas trees at Monument Square and City Hall Plaza, string lights on light poles and common area trees such as Tommy's Park, and banners as agreed by the City and PDD, and provide for electrical energy related costs.

8) Snow Plowing.

The City will plow and remove snow as necessary from all streets and parts thereof in the downtown improvement district zone.

9) Streetscape Amenity Maintenance.

The City will repair and correct any defects, deficiencies or problems in the district as necessary. Items of focus include light and utility poles, sidewalks, curbstones, trashcans, signs, crosswalk markings, traffic signals, tree wells, planters, benches, trees, kiosks, shelters, bollards, and any other amenity that are now or at some point in the future may be installed. All repairs, etc. will take place within a reasonable time after notice of need.

10) Lighting.

Maintenance and replacement of all street lights and traffic signals and payment for necessary electrical energy.

11) Graffiti removal on public property.

12) Prioritization

PDD shall have the opportunity to participate with City staff from the Department of Public Services in the prioritization of all proposed capital improvement projects within the District including, but not limited to, tree well reconstruction and sidewalk repairs. PDD officials recognize that City staff also work closely with the City Manager's office and the City Council for project priorities.

POLICE SERVICES.

1) A minimum of four uniformed patrol officers will intersect all or part of the downtown improvement district area. The actual number of officers will vary depending upon time of day and day of week. During periods when calls for service are typically at their peak, the number of officers assigned will increase significantly, for example during weekend evenings and the summer months. This increase will include foot and bicycle patrols. Officers will be supported with additional personnel (supervisors, detectives, evidence technicians) as necessary.

2) As long as the Senior Lead Officer Program is in effect, at least one Senior Lead Officer will be assigned to the Downtown Improvement District area.

3) From the Friday following Thanksgiving to New Year's Day, patrol efforts will be supplemented by use of a foot patrol. The number of officers and hours of the assignment is dependent upon staffing levels. Every effort will be made to assign two officers during those hours that retail shops are open.

OTHER MUNICIPAL SERVICES.

Whereas it is the intention of any downtown improvement district program to complement existing City services currently provided by departments or divisions, other than those described above, with supplemental services, the following information shall comprise the baseline of other City services to be provided at City expense.

1) Coordination of the use of downtown's public spaces within the District.

2) Coordination and staffing City services required for events occurring in downtown Portland.

3) As previously existing events, the City will provide necessary services to support the annual Tree Lighting Ceremony and the annual one-day Old Port Festival within the boundaries established by City Council order #168-21/13; to wit: the area bordered by Congress, Pearl, Commercial, Center, Union and Temple Streets and including both sidewalks of Commercial Street with no costs charged to the PDD for these events.

Description of Portland's Downtown District

Beginning at Longfellow Square, at the southwesterly corner of Congress Street and State Street, easterly along Congress Street to High Street;

Thence northwesterly along High Street to Deering Street;

Thence along the easterly side of High Street to Cumberland Avenue;

Thence along the southerly side of Cumberland Avenue, beginning at High Street, to the Franklin Street Arterial:

Thence along the westerly side of the Franklin Street Arterial to Congress Street; and

Thence along the westerly side of Congress Street to Myrtle Street;

Thence along the westerly side of Market Street to the southerly side of Newbury Street;

Thence easterly along Newbury Street to the westerly side of the Franklin Street Arterial;

Thence along the westerly side of the Franklin Street Arterial to the southerly side of Commercial Street; thence along Commercial Street to the easterly side of Cross Street;

Thence along the northerly side of Commercial Street to Maple Street;

Thence along the easterly side of Maple Street from Commercial Street to the southerly side of Danforth Street;

Thence along the southerly side of Danforth Street in an easterly direction to York Street;

Thence northeasterly to the intersection of Center Street, York Street, and Pleasant Street;

Thence westerly along Pleasant Street from its intersection with Center Street to a passage way, situated at number 15 Pleasant Street according to the street numbering plan as shown on Chart 38, Block E, Lot 23 of the Assessor's Maps on file at Portland City Hall; and

Thence along the easterly side of South Street from number 13 South Street according to the street numbering plan as shown on Chart 38, Block E, Lot 10 of the Assessor's Maps on file at Portland City Hall, to the northerly side of Spring Street;

Thence along the northerly side of Spring Street in a westerly direction to Oak Street;

Thence along the westerly side of Oak Street to its intersection with Pleasant Street;

Thence along Pleasant Street in a westerly direction to the easterly side of High Street; and

Thence along the northerly side of High Street to its intersection with Congress Street.

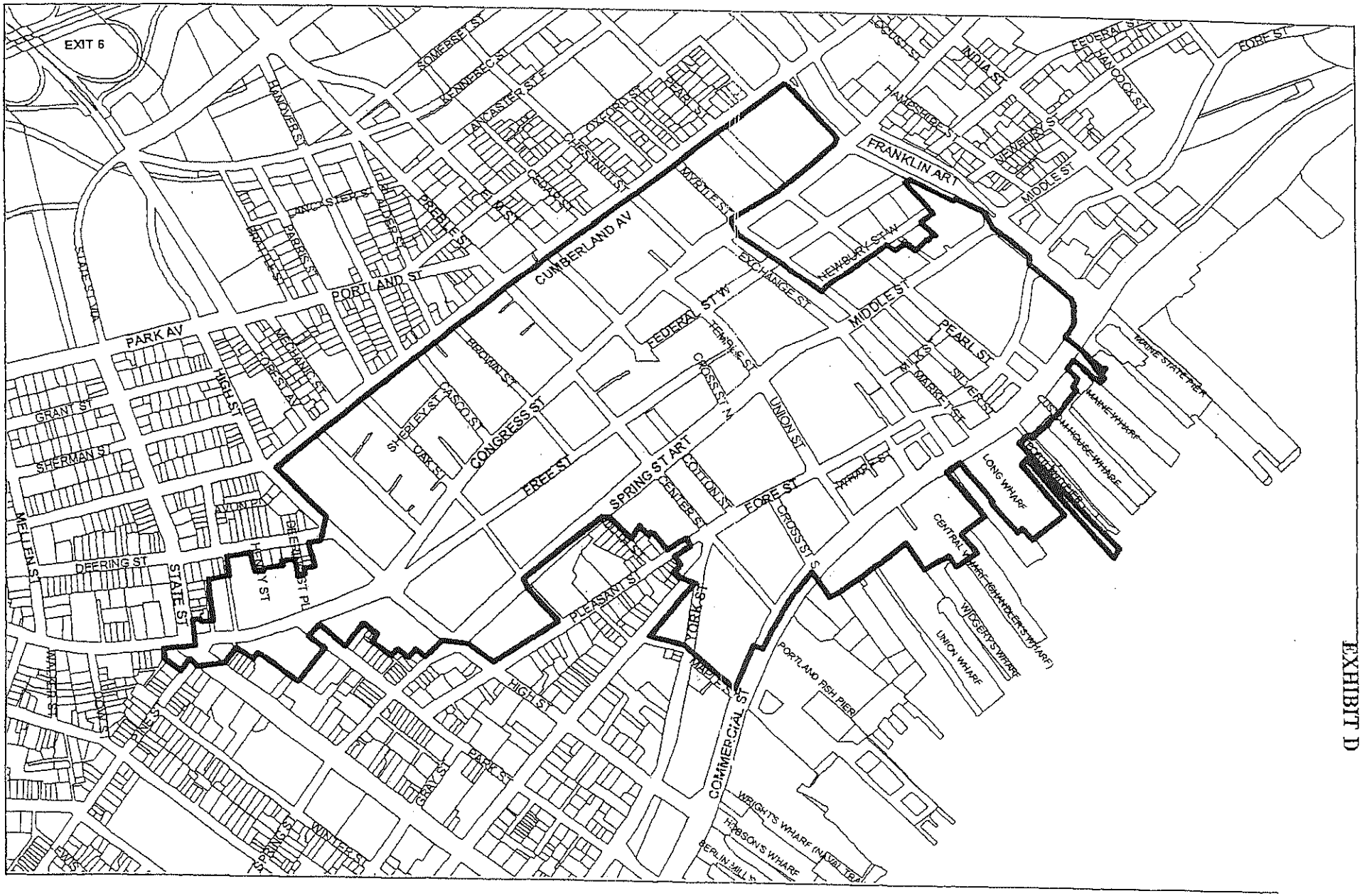

EXHIBIT D

PORTLAND DOWNTOWN DISTRICT

Effective July 1, 2004

Map produced by the City of Portland's GIS Workgroup March 5, 2004

SUPPLEMENTAL SERVICES AGREEMENT BETWEEN

DOWNTOWN IMPROVEMENT DISTRICT d/b/a
PORTLAND'S DOWNTOWN DISTRICT CORPORATION

AND

CITY OF PORTLAND

AGREEMENT made this _____ day of June, 2015, by and between the City of Portland, a municipal corporation duly organized under the laws of the State of Maine, Cumberland County (hereinafter the "**City**") and the Downtown Improvement District Corporation, d/b/a Portland's Downtown District, a Maine non-profit corporation, having its office and place of business at 549 Congress Street, Portland, Maine (hereinafter the "**PDD**").

W.I.T.N.E.S.S.E.T.H.

WHEREAS, the **City** and **PDD** entered into a Master Agreement of even date establishing mutual rights and responsibilities for the provision of services in the Downtown Improvement District (hereinafter the "District"); and

WHEREAS, said Master Agreement established the Baseline Services to be provided by **City** in the District; and

WHEREAS, **PDD** wishes to contract with the **City** to have the **City** provide, on a flexible basis depending upon funds available, Supplemental Maintenance Services in addition to those in the Master Agreement;

NOW THEREFORE, the parties do hereby agree as follows:

1. Supplemental Services: The **City** shall provide the following Personnel and Services (hereinafter the "Supplemental Services") in the District in addition to the Baseline Services provided in the Master Agreement:

1.1. Personnel:

One PDD Steward		
One Public Services Supervisor	Days	52 Weeks
Three Maintenance Worker III	Days	52 Weeks
Two Laborers	Days	Seasonal

1.2. Persons providing Supplemental Services hereunder shall be assigned by the **City** after providing reasonable opportunity to **PDD** for requests for service. Such persons are not required to be employees of the **City**. Such persons shall not, however, be considered to be employees of **PDD** and **PDD** is not intended, nor shall it be deemed to be, a joint employer with **City**. As between the **City** and **PDD**, **City** shall be responsible for all aspects of employment for all persons supplied by **City** pursuant to this Agreement, including compensation, liability and workers compensation coverage, employment taxes and any applicable fees.

1.3 Services to be provided are:

*Transportation and set-up of materials and equipment for planned special events activities of **PDD** (with proper notification to coordinator)
*Litter patrol, collection and disposal on streets, sidewalks, and public areas within the District.
*Graffiti removal from City property
*Removal of posters
*Cleaning and painting of all furniture and fixtures
*Sidewalk sweeping
*Cleaning of tree wells
*Weed control in support of other city departments performing 'basic services'
*Snow clearance at crosswalks and from sidewalks during curb to curb snow removal

*Installation of Holiday decoration in the District as agreed with PDD, in addition to those described in the Baseline Services provided in the Master Agreement, including electrical energy costs

*Maintenance and cleaning of Visitor's Booth and Tommy's Park.

*Clean and maintain the bathrooms, located in the Fore Street Garage and Spring Street Garage buildings, when the bathrooms are open to the public

1.3.1. **PDD** Sidewalk Snow Plowing Program. All property owners in the District assessment area are responsible for maintaining their sidewalks in the winter pursuant to Portland City Code §§25-173(C) and 25-174(C), including snow removal from their property line to the street gutter and ice control.

1.3.2. Following a snow storm, the **City** will provide a clear walkway no less than the width of a Holder's capability. To the extent reasonable, the **City** will clear the sidewalk area but it is not the intent of the parties that the **City** will clear the snow from the full width of the sidewalk area. The City will provide ice control to the extent possible. If weather conditions are so severe that the area cannot be plowed due to equipment capability, the **City**, in its discretion, may choose not to provide sidewalk snow plowing without penalty.

1.3.3. Management of Supplemental Services. The City's Public Services Director and/or Designee and PDD's Executive Director and/or Designee agree to meet and communicate on a monthly basis with meeting agendas to ensure quality control in service delivery is meeting expectations; providing updated information on service activities, programs and projects. The Public Services Department will provide a staff contact to PDD for direct communications, which is identified as the Districting Supervisor and

PDD Supervisor. A point of contact for PDD officials is the PDD Supervisor and District Coordinator. Conversely, the City of Portland Department of Public Services looks to the PDD Executive Director or designee as the City's point of contact on all issues involving PDD matters. A complete work plan and list of Services provided under this FY2016 agreement is provided in Exhibit A hereto.

2. Term: The term of this Agreement is from July 1, 2015 through June 30, 2016.

3. Budget and Payment: In consideration for these Supplemental Services, **PDD** agrees to pay the **City**, in equal quarterly installments, for all Supplemental Services provided hereunder the total sum of $335,329 for FY2016. The **City** shall bill and **PDD** shall pay the **City** beginning July 1, 2015, a quarterly payment of $83,832.

3.1. In the event **PDD** requests services from **City** in addition to those included herein, **City** shall have the option, in its sole discretion to provide such services, with payment to be made by **PDD** for any such services on a Time and Materials basis, or such other basis as the parties may agree in writing. "Time" as used herein shall mean all of the **City**'s employee costs, i.e. hourly wages or salary. "Materials" as used herein shall mean the actual cost to the **City** of equipment, materials and/or supplies provided or used, with no additional markup.

4. Modifications: It is understood and agreed by the parties that **City** has adopted an expenditure budget which includes the cost of these Supplemental Services and has adopted a revenue budget which provides for the reimbursement of such costs by **PDD** as provided hereunder. In the event that either **PDD** or the **City** anticipates that there will be insufficient revenues to pay for such Supplemental Services, said party will notify the other party of the anticipated shortfall, and the parties agree to meet promptly and confer to modify the level of Supplemental Services which the **City** is able to provide. It shall be the

responsibility of **PDD** to notify **City** as soon as reasonably possible if such Supplemental Services need to be modified or adjusted for anticipated revenue shortfalls or modifications. In the event of a revenue shortfall, the **City** will have no obligation to provide Services in excess of **PDD** funds available to reimburse **City**; however, **City** will have the right, but not the obligation, to continue to provide Supplemental Services to the extent provided in the **City** budget even in the event of a revenue shortfall. The parties agree to memorialize in writing any changes in the monthly payments due under Section 3 above.

4.1. Either party may terminate or modify this Agreement in the event of a budget shortfall upon no less than Sixty (60) days prior written notice to the other party.

4.2. In the event Supplemental Services are terminated for any reason by either party, it shall be in **City**'s discretion as to whether it will continue or resume providing such Supplemental Services.

4.3. **PDD** agrees to give the City Manager or the Manager's designee advance written notice of any formal meeting of its Directors or Officers at which modification of the current year Supplemental Services budget is to be discussed or considered, and to permit the attendance of **City** representative at such meeting. **City** and **PDD** agree to provide copies of draft budgets for the upcoming fiscal year reasonably in advance of any final decision by **PDD** or the **City** as to said budget, and the parties agree to meet and confer in regard to such budgets.

5. **City**'s representative in regard to provision of Supplemental Services hereunder is the City Manager or the Manager's designee.

(Rest of page left intentionally blank.)

IN WITNESS WHEREOF, the **City** and **PDD** have signed this Agreement through their authorized representatives as of the day and date above written.

Witness:

City of Portland

_____

By: _____
Michael Sauschuck
Its Acting City Manager

Witness:

Downtown Improvement District d/b/a Portland's Downtown District

_____

By: _____
Michael Mastronardi
Its Board Chair

EXHIBIT A

to Supplemental Services Agreement

(Supplemental Services Work Plan and Event Support for FY2016)

MEMORANDUM RELATED TO THE SUPPLEMENTAL SERVICES AGREEMENT (SSA) BETWEEN THE DOWNTOWN IMPROVEMENT DISTRICT dba PORTLAND'S DOWNTOWN DISTRICT (PDD) AND THE CITY OF PORTLAND (City)

(July 1, 2015 - June 30, 2016)

This memorandum is a good faith attempt to define certain services, programs and events, and to achieve an improved level of satisfaction for both the **City** and **PDD**. It is generally understood that the city's Baseline Services, as articulated in Exhibit B of the Master Agreement, do not overlap or replace the services and programs incorporated in the SSA.

Also, listed are the specific special events produced by **PDD** for the benefit of the **City** and its property owners, residents, businesses and visitors, during the contract period.

The ongoing relationship between **PDD** and the **City** has evolved, along with the needs and expectations of both parties. The goal of this document is to improve coordination, establish priorities, clarify services and responsibilities, and list events covered under the terms and conditions of the SSA. The result will be to produce a more proactive, performance-based approach to the maintenance, cleanliness and overall attractiveness of downtown Portland.

1. FY 2016 City Personnel Work Plan

The City personnel assigned to perform services under the Supplemental Services Agreement are expressed in the FY2016 Portland Public Services Budget detail. For the current period of July 1, 2015 through June 30 2016 these personnel are:

1. (1) Public Services Supervisor
2. (1) PDD Steward
3. (3) Maintenance Worker III
4. (2) Seasonal Part-Time Maintenance Worker

Staffing levels may change on an occasion to account for employee leave coverage, emergencies or other unforeseen circumstances. However the City of Portland, Department of Public Services commits to continue to provide the general list of services provided by these personnel under the SSA.

1.1 The general list of services provided by these personnel is identified within the SSA under item 1.3. These shall not overlap services provided within Baseline Services (Exhibit B to Master Agreement).

1.2 The Public Services Supervisor shall inspect the entirety of **PDD at least once** every two weeks. During this inspection particular attention shall be focused on, but not limited to, the overall cleanliness and maintenance of the sidewalks, streets, trash containers, graffiti removal, open spaces, furniture and fixtures, lights, signage, the visitor kiosk and public restrooms. The status of projects or work orders in process should be continually updated. The results of each inspection shall be logged and documented; a monthly report will be presented every month.

1.3 The Public Services Supervisor shall direct the maintenance personnel on their daily responsibilities by producing a weekly schedule highlighting project activities and goals. The Supervisor will participate and assist the team in achieving project activities, as needed.

1.4 Horticultural and landscaping duties shall be in support of city personnel and departments assigned to these tasks. PDD dedicated personnel should assist (for instance with weed control and seeding) on an as needed basis, as time and normally assigned duties allow.

1.5 Sidewalk plowing and snow removal at intersections should be accomplished as soon as is reasonably possible during and following a snow event. If a yellow ban is called, sidewalk snow removal, as indicated in sections 1.3.1 and 1.3.2 of the SSA, should be completed within the same timeframe as city personnel and contracted partners remove snow from the District's streets and parking areas. The Department of Public Services will organize an annual winter briefing with downtown contract partners that remove snow on sidewalks and plazas to review best practices regarding coordinating work activity. This meeting will typically occur in late fall/early winter.

1.6 "Quick response" repairs, such as missing bricks, landscaping damage or graffiti removal shall be performed by **PDD** personnel, as soon as possible. **PDD** and **City** will jointly approve each quick response, as needed.

1.7 **PDD** and **City** will prioritize larger projects within the District generally

included in baseline services or CIP, and managed by other **City** teams or departments. These include, but are not limited to, major sidewalk repairs, tree well rehabilitation, landscape installations and other reconstruction projects. These District projects will be prioritized with input from **PDD**, and may include **PDD** personnel in their execution. Progress and status shall be monitored by the **PDD** supervisor, and updated as part of the monthly reporting.

1.8 **PDD** will monitor performance of City teams through specific PDD access to "See, Click and Fix" software.

1.9 **PDD** dedicated personnel will wear approved uniforms and work clothes at all times when on duty. **City** and **PDD** agree to work jointly on uniform decisions, including recommendations on an alternative uniform for PDD personnel.

2. FY2016 PDD Event Support Plan

PDD and the **City** recognize the value that well executed events bring to the vitality and economic development of the downtown. To that end, **PDD** agrees to follow the **City's** established permitting process and with the exception of the events as outlined in Exhibit B, Baseline Services, agrees to reimburse the City for actual expenses, as agreed to by both parties, required to support these events.

In FY2016, **PDD** is planning major events that require a level of support by **City** personnel.

PDD plans to incorporate recycling at all produced events, with support of the **City** staff, volunteers and supplied receptacles.

2.1 The Old Port Festival (OPF) - The OPF will operate from June 11-14, 2015. Sunday,

June 14, events will require closure of streets generally in the Old Port area.

2.2 Light Up Your Holiday Celebration (LUYH) - This annual roster of events around the Christmas holidays include a LUYH First Friday Artwalk with Congress Street closure from approximately 6-8pm. The Christmas tree lighting ceremony on the Friday after Thanksgiving, which requires set up and some street closures, along with minor transit re-routing around Monument Square. Horse-drawn carriage rides in the downtown and the merchant event called Merry Madness generally requires no specific city personnel support.

2.3 Portland Winterfest - This event will be held in January or February 2016, with a date to be confirmed.

2.4 Downtown Workers Appreciation Days - Generally held twice a year in early May and mid-October to recognize the employees of businesses and government offices located within the downtown. **City** and **PDD** provide set up and management of 3 stations located at the Portland Museum of Art, Monument Square and Tommy's Park.

2.5 Seasonal lights by Pandora - Lights are installed around the time that Day Light Savings Time ends in the late fall, and de-installed around the time that Day Light Savings Time begins again in the early spring. **PDD** personnel provide some installation support.