

City of Portland, Maine
Finance Committee Meeting Minutes
Wednesday, April 11, 2018 - 5:00 p.m., Council Chambers

Full Stream Available: http://townhallstreams.com/stream.php?location_id=42&id=16399

1. Introductions

**Attendees: Committee Members Costa, Mavodones, Strimling
City Council Members Cook, Thibodeau, Ray and Duson
City Manager and Members of City Staff**

2. FY19 – FY23 Capital Improvement Plan Discussion

**a. Review of Follow Up Questions / Answers from February and March Finance
Committee Meetings**

b. Action on FY19-FY23 Capital Improvement Plan

**i. Amendments as proposed by the City Manager (Attachment A – memo on proposed
amendments from the City Manager)**

- 1. Amendment to Remove Hadlock Field Lighting Project (\$550k) – Motion made
by ES, Seconded by JC, Passed unanimously 3-0**
- 2. Amendment to add Stroudwater Dam Repairs Project (\$60k) - Motion made by
ES, Seconded by JC, Passed unanimously 3-0**
- 3. Motion made to fully fund Sidewalk Rehabilitation ask (additional \$200k) -
Motion made by ES, Seconded by JC, Passed unanimously 3-0**
- 4. Motion made to add additional funding to Ocean Avenue Landfill Project
(\$290k) - Motion made by JC, Seconded by ES, Passed unanimously 3-0**

ii. Failed Amendments

- 1. Amendment to Remove Demolition of POT Mechanical Room Project (\$500k) –
Motion made by ES, Seconded by JC for debate, Failed 1-2 (Costa, Mavodones)**
- 2. Amendment to add Riverton Elementary Playground Replacement Project
(\$250k) – Motion made by ES, Seconded by JC for debate, Failed 1-2 (Costa,
Mavodones)**
- 3. Amendment to add Fire Station Repairs Project (\$150k) – Motion made by ES,
Seconded by JC for debate, Failed 1-2 (Costa, Mavodones)**
- 4. Amendment to add EV Charging Stations Project (\$37.5k) – Motion made by
ES, Seconded by JC for debate-Withdrawn by ES**

**iii. Main motion as amended passes unanimously 3-0 – See attached backup (Attachment
B) page for full project listing as amended.**

3. Future Finance Committee Meeting Dates Discussed

Portland, Maine



Yes. Life's good here.

Executive Department
Jon P. Jennings, City Manager

To: Members of the Finance Committee
From: Jon P. Jennings – City Manager
Re: Recommended Amendment to the FY19 Capital Improvement Plan
Date: April 11th, 2017
CC: Brendan T. O'Connell, Finance Director, Chris Branch, Public Works Director

During recent discussions with the Finance Committee members questions and concerns have been raised about the several FY19 Capital Improvement Plan Projects. Four projects in particular have received the most significant attention:

- Hadlock Field LED Lighting
- Ocean Avenue Landfill Project (faster completion of all required remediation)
- Sidewalk and ADA Accessibility (increased funding)
- Stroudwater Dam Restoration (addition of project into the FY19 CIP)

Based on a number of still uncertain items surrounding the Hadlock Field LED Lighting project I am recommending we remove the \$550,000 funding allocation from the FY19 CIP. Removing the project from the current year CIP will provide staff with more time to determine whether there is any remaining useful life on the existing lights beyond 2019 and allow exploration of potential options for cost sharing on the project. As staff has noted the lights are expected to last through 2018 and even if the project were approved this month installation would not begin until after the current season.

In place of the \$550,000 Hadlock Field LED Lighting project I am requesting a formal amendment to my FY19 Recommended CIP funding to instead fund the following three projects:

- \$290,000 of additional funding for remediation work at the Ocean Avenue Landfill
- \$200,000 to fully fund the FY19 CIP sidewalks request from Department of Public Works
- \$60,000 to fund the top priority items per the 2012 Stroudwater Dam study

Additional detail on each of the recommended projects is included below.

Ocean Avenue Landfill

Last fall, the City's contractors regraded approximately 4.5 acres of the landfill on which our new solar array will be placed. This project included ensuring a positive grade to encourage storm water to flow off the site and ensuring an adequate depth of cover over the landfilled waste. During this work, the contractor also installed gas vents to mitigate concerns about several pockets of landfill gas discovered during testing. The DEP has indicated that this work needed to be done before the array could be installed.

Since that time staff has worked with the DEP on a draft permit for construction of the array. The current draft indicates that construction of the array may proceed but, as condition of approval, requires the City to continue to ensure that the other sections of the landfill have adequate depth of cover and adequate slope. Work to meet this requirement would occur outside the footprint of the solar array and would not interfere with its installation and operation. The current CIP has \$500,000 of funding appropriated to fully complete work within the footprint of the solar array and begin remediation work outside of the footprint of the solar array. This additional \$290,000 would be used exclusively outside of the footprint of the solar array and would help ensure the City stays on track to meet the DEP's full remediation deadlines.

Sidewalk Rehabilitation and ADA Accessibility

In their FY19 CIP request, the Department of Public Works requested \$700,000 of funding for sidewalk rehabilitation and accessibility improvements. Due to the immense amount of funding need throughout the City my initial recommendation included a recommended funding of only \$500,000 for FY19. The additional \$200,000 would restore this funding to the fully requested amount in line with guidance I have received from Committee members. The funding would also assist in the work we know will be required once the City completes our ADA study which is currently underway with Tindale-Oliver, an outside vendor with expertise in transportation, community planning and design, transit, and ADA accessibility.

Stroudwater Dam Repairs

Back in 2012 the City commissioned a study of the Stroudwater Dam and determined there were a number of items that needed to be dealt with immediately. Due to lingering questions about ownership and the City's obligation to maintain the dam, none of those items have been dealt with. Upon receiving guidance from several City Councilors, most notably District 3 Councilor Brian Batson, I am recommending that we now move forward with \$60,000 of the top priority repairs at the dam. This includes reduction and elimination of leakage by sealing the upstream face of the dam, repairing holes in multiple areas of the dam, removing vegetation between the rocks in the walls of the dam, installing a trash gate and filling sink holes. Although this work was recommended at a cost of \$50,000 back in 2012, upon consultation with our Director of Public Works Chris Branch, we have included a cost escalator in the original estimate.

I have discussed these recommendations with our Director of Finance Brendan O'Connell and these will not increase the overall amount of bonding for FY19. Staff will be on hand at the April 11th Finance Committee meeting to address these amendments and answer any questions.

	FY19 CIP - General Fund		Exhibit A
	Bonded Amount	Other Funding	
Transportation			
<i>PACTS/Match/Other Leveraged Funds</i>			
PACTS RTMS - Traffic Signals	\$ 270,000	\$ -	-
MPI PACTS Paving - Allen Avenue (Yale-Pennell)	203,400		-
PACTS Washington Avenue Road & Signals	150,000		-
PACTS Collector Paving - Allen Avenue	106,250		-
PACTS USM Roundabout	100,000		-
<i>Traffic Signals / Lights</i>			
Traffic Signals Upgrade Program	480,000	20,000	
<i>Streets/Sidewalks</i>			
Woodford's Corner Project - Supplemental Funding	878,241		-
Pavement Preservation Program	750,000		-
CSO Compliance - SRF Ineligibles	600,000		-
MPI DOT Paving - Washgtn Ave(Ocean - Allen)	550,000		-
Street Rehabilitation Program	250,000		-
Arterial Street Ped Crossings	100,000		-
Andrew Square Rehabilitation	100,000		-
Park Ave Protected Bike Lanes	100,000		-
CPR Paving - Park Avenue	83,000		-
CPR Paving - Valley St (entire)	72,400		-
RR Quiet Zone Compliance Program	25,000		-
Franklin Street Design Completion and Construction	-	250,000	
Sidewalk Rehabilitation/Accessibility	<u>600,000</u>	100,000	
	400,000		
<i>Other</i>			
Neighborhood Byway Network Implementation	100,000		-
Congress Square Redesign	15,000		-
<u>Stroudwater Dam Repairs</u>	<u>60,000</u>		
<u>Ocean Avenue Landfill Remediation and Pre-Solar Array Work</u>	<u>540,000</u>		-
	250,000		
Transportation Total	\$ 6,133,291	\$ 370,000	
Facilities			
<i>Buildings/Garages</i>			
Barron Center - Generator Replacement	\$ 430,000	\$ -	-
Barron Center - Expansion of walk in cooler and freezer FY19	90,628		-
Fire Station Rehabilitation and Upgrades	100,000		-
Temple St Garage Cond. Appraisal Rrs Concrete & S/W 1	290,000		-
Continued Course Improvements at Riverside Golf Course	50,000		-
Sanitation office/ crew space	200,000		-
<i>Marine</i>			
Ocean Avenue Landfill Remediation and Pre-Solar Array Work	250,000		
On going pile/pier work at OG and P.O.T	150,000		-

Replace Ocean Gateway Plaza Sidewalk	100,000	-
Utility Upgrades	500,000	-
<i>School Facilities</i>		
Lincoln School ADA accessibility and secure entry vestibule	712,126	-
King School - Boiler Replacement	500,000	-
School District ADA compliance upgrades	338,198	-
Moore School - Fire Alarm System Replacement - Engineering and Installation	270,000	-
King School - Fire Alarm System Replacement - engineering and installation	270,000	-
DHS - Fire Sprinkler System Installation	255,130	1,000,000
PHS - Roof Replacement - Engineering	130,000	-
School Energy Management Control Upgrades	50,000	-
DHS Kitchen Remodel/Upgrade	50,000	-
Facilities Total	\$ 4,486,082	\$ 1,000,000
Parks, Fields, Trails		
<i>Parks, Fields, Trails</i>		
Memorial Field Artificial Turf Replacement	\$ 672,772	\$ -
Lincoln Park Fence	100,000	-
Dougherty Skate Park Expansion	50,000	-
Parks, Fields, Trails Total	\$ 822,772	\$ -
Equipment and Vehicles		
<i>Equipment</i>		
Barron Center - Replace Patient Call System Phase II	\$ 48,000	\$ -
Barron Center - Domestic Hot Water Heaters	46,400	-
Upgrade Network switches	150,000	-
Hadlock Field - Lighting Upgrades	550,000	-
Observatory Flagpole and Lightning Protection Replacement	45,000	-
109 Middle Street - Replace Boiler #2	40,000	-
Traffic Signal Upgrades with Paving Programs	400,000	100,000
District Phone System	335,000	-
Records Management System	-	600,000
Virtualization, Storage and Redundancy Upgrade	100,000	-
Phone System Upgrade	100,000	-
Police - Patrol Full Body Cameras	-	400,000
<i>Vehicles</i>		
School Bus Replacements	97,000	-
Trash and Recycling Trucks	770,000	-
Police Cruisers (7)) Replacement - Police	266,000	-
Grader Replacement - Winter 5096	225,000	-
Loader DPS 5116	210,000	-
TA Dump Truck Replacement - Districting 3096	210,000	-
SA Dump Truck Replacement - Peaks 3114	170,000	-
SA Dump Truck Replacement - Winter 3115	170,000	-
Wheel Loader Replacement - Trades 5006	135,000	-
1 Ton Dump Truck Replacement - Peaks 2508	70,000	-
1 Ton Dump Truck Replacement - Parks 3101	65,000	-
Replace Utility Truck - DPW Traffic 2515	62,000	-

Mower Hill Climber 10' Replacement - Parks 7158	60,000	-	
3/4 Ton Pickup - PRF Ballfields - 2199	40,000	-	
3/4 Ton Pickup - PRF Parks - 2202	40,000	-	
3/4 Ton Pickup Replacement - Parks 2203	40,000	-	
Car 7 & Service Truck 2 Replacement - Fire	40,000	-	
3/4 Ton Pickup - PRF - Rangers - 2037	38,000	-	
Compact Pickup DPW Engineers 2051	25,000	-	
3/4 Ton Utility Van Replacement - Trades 2006	25,000	-	
3/4 Ton Utility Van Replacement - Trades 2045	25,000	-	
Compact Pickup Replacement - PRF Ballfields	15,000	-	
Equipment and Vehicles Total	\$ 4,062,400	\$ 1,100,000	
Sub-Total FY19 CIP (General Fund)	\$ 15,504,545	\$ 2,470,000	
FY19 CIP - Sewer Fund			
Sewer / Stormwater			
Bedford Street Sewer Separation Project	\$ 8,500,000	\$ -	
CMOM - Pump Station Rehabilitation	670,000	-	
CMOM - Inflow and Infiltration Program	790,000	-	
CMOM - Sewer System Renewal	1,100,000	-	
CSO - Close CSO #42	100,000	-	
Warren - Hicks to Hemingway Sewer Separation	400,000	-	
Forest - Avalon to Warren Sewer Separation	250,000	-	
Integrated Planning LTCP and Post Construction Monitoring Program	400,000	-	
Brighton - Dorset to Lomond Sewer Separation	1,000,000	-	
Thames St Stormwater Outfall	150,000	-	
Thames St Sewer / Stormwater Extension	225,000	-	
Pavement Preservation Program - Utility costs	200,000	-	
MPI/CPR Paving Programs - Utility costs	127,050	-	
Street Rehab Program - Utility costs	800,000	-	
PACTS Paving - ineligible Utility costs	30,000	-	
Pump Station at 109 District Road	120,000	-	
Stormwater Retrofits on Riverside Street	185,000	-	
Bell Street Sewer Replacement	350,000	-	
Stormwater Infrastructure Improvements	272,000	-	
Street Sweepers Replacement	270,000	-	
Catch Basin Cleaning Vehicle Replacement - Sewer 3127	145,000	-	
Service Truck - DPW Water Resources	60,000	-	
Sewer / Stormwater Total (Sewer Fund)	\$ 16,144,050	\$ -	
TOTAL CIP (General Fund & Sewer Fund)	\$ 31,648,595	\$ 2,470,000	\$ 34,118,595
Citywide property revaluation	\$ -	\$ 1,055,000	
TOTAL CIP & Revaluation	\$ 31,648,595	\$ 3,525,000	
Reallocated Bond Proceeds		\$ (470,000)	
Total Appropriation	\$ 31,648,595	\$ 3,055,000	\$ 34,703,595

City of Portland Finance Committee Minutes - May 9, 2018

Attendees: Chair Nick Mavodones (NM), Committee Members Justin Costa (JC) and Ethan Strimling (ES), City Councilors Duson, Thibodeau, Cook and Ray. School Board Members Trevorrow, Davis, Vendil, Balfantz and Atkinson, Members of City and School Staff, Media and Public

Meeting Called to Order

Brief presentation from Portland Public School (PPS) Staff on Q&A Received at 4-26-18 Meeting including additional Q&A from Councilors
Presentation of follow up Q&A from City Finance Director including additional Q&A from Councilors

Motion to approve PPS budget as presented made by ES, Seconded by JC, discussion begins.

Amendment to PPS budget to reduce overall appropriation to \$110,578,716 from JC, seconded by NM - Passes 2-1 (ES opposed)

Motion to table PPS budget made by ES, seconded by JC, passes 3-0

Motion to take up FY19 City Manager Recommended budget: ES 1st, JC 2nd - discussion

Amendments to the main motion

- That the Building Permit Fee increase to 1.75%, instead of the recommended 1.5% increasing revenues by \$400,000 in the Inspections & Permitting Department, account 100-25- 02; Motion made by ES, seconded by JC - Fails 1-2 (ES in favor)
- That Business Licensing Fees be increased 10%, increasing revenues by \$120,000 in the Permitting and Inspections Department, account 100-25-04; Motion made by ES, seconded by NM - Fails 1-2 (ES in favor)
- That the payment for Supplemental Services from Portland Downtown be increased by \$200,000, increasing revenues in the Public Works Department, account 100-31-16; Motion made by ES, seconded by NM - Fails 1-2 (ES in favor)
- That Youth League fees be eliminated, decreasing revenues by \$47,000 in the Parks while raising expenditures by \$9,000, for a gain of \$56,000 in Recreation and Facilities Department, account 100-33-13; Motion made by ES, seconded by JC Passes 3-0
- That the increase in Before and After School Fees be eliminated, decreasing revenues by 100,000 in the Parks, Recreation and Facilities Department, account 100-33- 14; Fails 1-2 (ES in favor)
- That the increase in summer camp fees be eliminated, decreasing revenues by 12,000 in the Parks, Recreation and Facilities Department, account 100-33- 14; Passes 3-0
- That the fees for registering short term rental units be increase to \$500.00 for the 1st unit, \$1,000 for the 2nd unity; \$2,000 for the 3rd unit, \$3,000 for the 4th unit and \$5,000 for the 5th unit, increasing revenues by \$250,000 in the Permitting and Inspections Department account 100-25-03; Motion made by ES, seconded by JC Fails 1-2 (ES in favor)
- That dues for the Greater Portland Council of Governments be eliminated, reducing expenditure by \$67,850, in Memberships and Contributions, account 100-65-07; Motion made by ES, seconded by JC Fails 1-2 (ES in favor)
- That the expenditure for July 4th fireworks be eliminated, reducing that expenditure by \$35,000, in the Parks, Recreation and Facilities Department, account 100-33-10; Motion made by ES, seconded by JC Fails 1-2 (ES in favor)
- That implementation of wage increases in the wage study be reduced by \$100,000 and be made only to those making less than \$100,000, only in fiscal year 2019, in various departments; Motion made by NM, seconded by ES Fails 1-2 (ES in favor)
- That one new Office of Economic Opportunity Program Coordinator be added, increasing by \$63,686 the budget in the Executive Department, account 100-19- 20; Motion made by ES, seconded by JC Fails 1-2 (ES in favor)

Motion from JC to pass the FY19 City Manager Recommended budget as amended, ES seconds - Passes 3-0

Motion from ES to un-table the PPS budget, JC seconds - Passes 3-0

Motion from JC to pass the FY19 PPS budget as amended, NM seconds - Passes 2-1 (ES opposed)

Move to adjourn JC, seconded by ES. Passes 3-0

**City of Portland, Maine
Finance Committee Meeting Minutes
Thursday, June 14th, 2018
5:30 p.m., Room 209**

MINUTES

**MEMBERS PRESENT: Chair Mavodones,
Committee Members Costa & Strimling, Councilor
Duson, Members of City Staff and Public**

MEETING CALLED TO ORDER AT 5:36PM

1. Introductions

2. Portland Downtown Budget - Follow up from 5/15 Economic Development Committee Meeting (Public Hearing and Vote)

-Motion made by Mayor Strimling to Increase the Portland Downtown Mil Rate to \$1.03,
Seconded by Councilor Costa (Passes 3-0)

3. Future Meeting Dates Discussion

a. Thursday, June 28th

b. July TBD

It was determined the June 28th meeting would be canceled - next meeting date will be TBD by staff in July based on Councilor availability.

ADJOURNMENT AT 7:13PM

City of Portland, Maine
Finance Committee Meeting Minutes
Thursday, July 19th 2018
6:00 p.m., Council Chambers

ATTENDEES: Committee Members Mavodones, Costa & Strimling
City Manager Jon Jennings, Deputy City Manager Anita LaChance, Superintendent Xavier Botana,
Finance Director Brendan O'Connell, PPS Finance Director Alicia Gardiner, Planning & Urban
Development Director Jeff Levine, Acting Fire Chief Keith Gautreau, Liability and Insurance Claims
Manager Lori Smith, Project Manager Michael Fask, Members of Public

MEETING CALLED TO ORDER – 6:03PM

1. Introductions

Appropriation of \$130,000 of School Fund Balance for Middle School Math Curriculum Expansion and Materials for the Portland Public Schools (Public Hearing and Vote)

- Brief Presentation from School Finance Director Alicia Gardiner and Q&A from Council
- Motion to approve by Mayor Strimling, Seconded by Council Costa (Passes 3-0)

2. Discussion Item – 0 Hancock Street Sale Proceeds

- Presentation from City Manager and Q&A from Council
- Decision to schedule Public Hearing and Vote on this item (a portion of the proceeds only) would occur at the newly scheduled August 2nd Finance Committee Meeting (5:00PM) in order to facilitate final approval at August City Council meeting

3. Pension Obligation Bond Update

- Presentation from Finance Director Brendan O'Connell and Q&A from Council

4. Discussion of Future Agenda Items

a. August 2nd – Appropriation of 0 Hancock Street Sale Proceeds

b. September / October / November

- i. Staff Suggested Topic – Review Fund Balance Policy**
- ii. Staff Suggested Topic – Review Debt Management Policy**
- iii. Mayor Suggested Topic – City Contracting Changes**
- iv. Councilor Cook Suggested Topic – Fiscal Accountability Memos**
- v. Other Suggested Topics from March Council Workshop**
 - 1. Councilor Mavodones suggested discussion of appropriation of remaining sale proceeds (potential joint item with Housing)**
 - 2. Councilor Costa noted transition to Fall CIP and potential joint discussions with Economic Development on TIFs**

ADJOURNMENT – 7:53PM

**City of Portland, Maine
Finance Committee Meeting
Thursday, August 2nd, 2018
5:00 p.m., Room 209**

MINUTES

**MEMBERS PRESENT: Chair Mavodones,
Committee Members Costa & Strimling,
Members of City Staff and Public**

Meeting called to order at 5:11PM

1. Introductions

2. Appropriation of \$2.11M of the \$3.3M of 0 Hancock Street Sale Proceeds (Public Hearing and Vote)

a) \$1M for Allen Avenue Fire Station Rehabilitation

b) \$1M for Housing Trust Fund

c) \$110,000 for Climate Action Plan (joint effort with South Portland

See attached memorandum *Appropriation of \$2.11M of 0 Hancock Street Sale Proceeds*

-Motion made by Mayor Strimling, seconded by Councilor Mavodones (Passes 3-0)

3. Housekeeping Discussion Items

a. Public Record of Proceedings

[Presentation of memo was presented outlining the State of Maine Public Record of Proceeding law](#) followed by Committee discussion. Future meeting minutes will be formally approved by the Committee and times each item is taken up will be added.

b. Future Meeting Dates:

Thursday, September 13th and Thursday, September 27th

Thursday, October 11th and Thursday, October 25th

Thursday, November 8th – Second meeting date TBD

ADJOURNMENT AT 6:33 p.m.